



U.S. ARMY CORPS OF ENGINEERS



ICE-WATER- COMMODITIES SOP



February 2008

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Commodities Mission Doctrine Guide

1. **Mission Purpose.** Execute the Emergency Water/Ice Mission(s) in support of the National Response Framework.
2. **Mission Definition.** The mission is to provide an emergency supply of potable water, both bottled and bulk, and bagged ice to include procurement, transportation, and distribution to impacted areas for use by the general public and response personnel.
3. **Authorities/References.**
 - a. National Response Framework (NRF)
 - b. Stafford Act, PL 93-288
 - c. USACE OP Plan
 - d. ESF#3 Field Guide
 - e. U.S. Army Corps of Engineers (USACE) Advanced Contract Initiative
 - f. (ACI) Contracts for Ice and Water Procurement
 - g. National Incident Management System (NIMS)
 - h. State Plans and Programs
 - i. EM 385-1-1
 - j. AR 500-60
 - k. ER 11-1-320
4. **General Concept of Operations.**
 - a. USACE performs disaster operations in four phases: 1) Preparedness, 2) Activation, 3) Execution, and 4) Mission Transition and Closeout.
 - b. In each of the four phases, USACE organizations perform specific planning and execution procedures and tasks to achieve mission accomplishment. The organizations involved are:
 - (1) Lead Division:
 - a. National Ice Mission is assigned to South Atlantic Division (SAD)
 - b. National Water Mission is assigned to North Atlantic Division (NAD)
 - c. Commodities Mission is assigned to Southwestern Division (SWD).
 - (2) National Ice Planning and Response Team (PRT):
 - a. Charleston District (SAC)
 - b. Albuquerque District (SPA)
 - (3) National Water PRT:
 - a. New England District (NAE)
 - b. Kansas City District (NWK)

- (4) Commodities PRTs:
 - a. Wilmington District (SAW)
 - b. San Francisco District (SPN)
 - c. Galveston District (SWG)
 - d. Detroit/Chicago District (LRE/LRC)
 - e. Rock Island District (MVR)
 - f. Seattle District (NWS)
 - g. Norfolk District (NAO)
- (5) The Emergency Support Function (ESF) #3 Management Team (Team consists of: ESF #3 Team Leader (TL); Assistant TL; PRT AOs; SME, 249th Battalion Liaison Team (BLT); admin assistant)
- (6) The mission PRT
- (7) USACE Operations Center (UOC)
- (8) The Supported Division
- (9) The responding organization (usually a USACE District)

The missions we perform are assigned as appropriate by one of the following:

- (1) Director of the National Response Coordination Center (NRCC)
- (2) Director of the Regional Response Coordination Center (RRCC)
- (3) Federal Coordinating Officer (FCO)

c. During the **Preparedness Phase** USACE performs the following actions:

- (1) Conducts post mission After Action Reviews (AAR) in coordination with FEMA and State agencies
- (2) Trains and exercises our teams
- (3) Revises and writes doctrine and procedures to execute the missions
- (4) Revises and renews Advanced Contract Initiatives (ACI)
- (5) Makes necessary changes to PRT composition.

d. During the **Activation Phase** USACE teams deploy to plan and initiate mission execution. The teams deploy to serve in FEMA and USACE organizations at FEMA and USACE Operational Centers. Decisions at the State Emergency Operations Center (EOC) and Joint Field Office (JFO) are made using the Unified Command concept – a concept where the decisions are collaborative among the State and Federal Coordinating Officers (SCO and FCO).

- (1) FEMA teams and centers include:
 - The Emergency Response Team – Advanced (ERT-A) at the State EOC

- The FCO's staff at the JFO
 - The Regional Response Coordination Center (RRCC) at the FEMA Region Office
 - The National Response Coordination Center (NRCC) at FEMA HQ in Washington, DC
 - Mobilization Centers
 - Logistic Centers
 - Federal Operational Staging Areas
- (2) For USACE, the operation centers are at:
- HQUSACE (USACE Operations Center (UOC))
 - The Supported Division's EOC
 - The responding organization's EOC
 - The responding organization's Recovery Field Office (RFO)
- (3) State Teams and Centers:
- Emergency Operations Center (EOC)
 - Logistics/Resource Staging Areas (L/RSA)
 - Points of Distribution (POD)
- (4) During the **Activation Phase** the following actions occur: USACE receives pre-declaration (or post-declaration, if a no notice event) mission assignments (MA) from FEMA and activates ESF #3 Team and the appropriate EOCs. The EOCs will request Code 200 funding from HQ USACE. The missions are scoped and coordinated by the ESF #3 management team at the State EOC, RRCC or NRCC. The ESF #3 management team transmits the MA to the Supported Division. From this MA the Advanced Contracting Initiative (ACI) contractors are activated and deployed.
- e. During the **Execution Phase**, USACE uses the ESF #3 management team to scope, receive, coordinate and transmit MAs and taskers against MAs to the Supported Division, and the responding organization, to include the PRT's Mission Manager (MM). The PRTs and other support teams plan, execute and report on all missions. Mission data and reports are maintained in ENGLink.

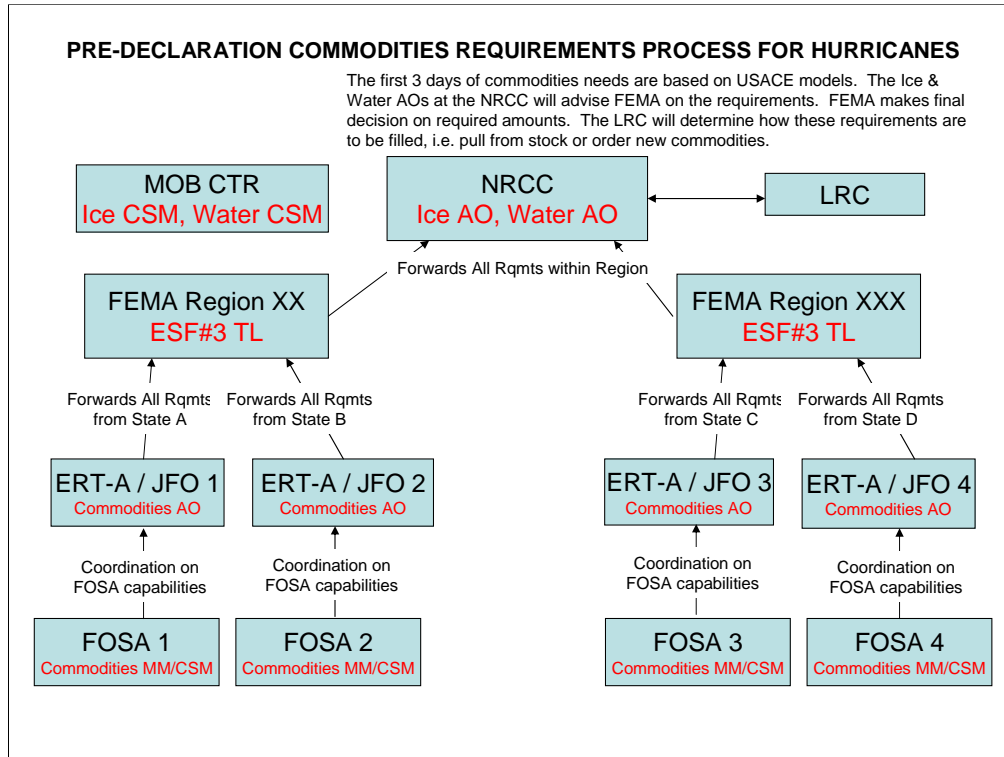
The concept of how we operate is attached here. 

It is a PowerPoint Briefing that can be used to explain the concept of operations of the Ice\Water\Commodities Mission.

The notes pages of this briefing follow:

Commodities CONOPS

- CONOPS – Concept of Operations
 - “HOW WE MAKE IT HAPPEN!”
 - OR
 - How it’s supposed to happen
 - OR
 - We do what, to whom, when, where, why and how

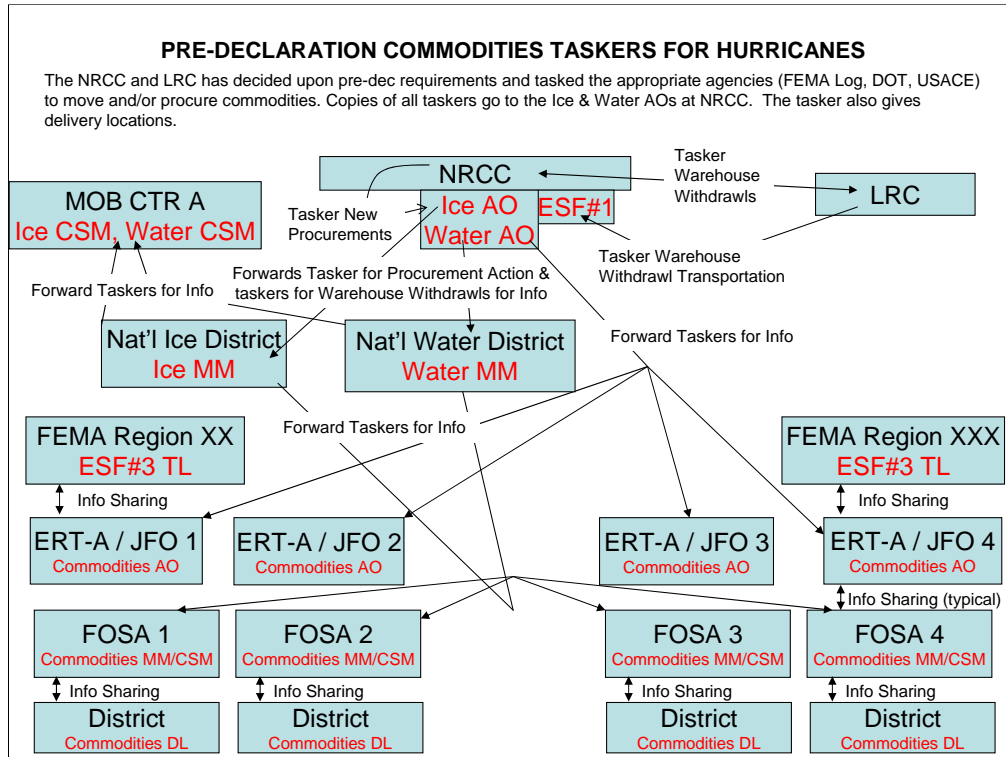


CLICK Normally, the pre-declaration requirements will be determined at the NRCC, hopefully with input from ESF#3 and USACE models.

CLICK These requirements are forwarded to the LRC for a determination on how the requirements are to be filled and sent to the Mob Center

CLICK Even so, each AO in each state needs to communicate the state requirements up the chain to include whatever procurements the state may have ongoing, and the current disposition of those state commodities orders.

CLICK The same requirements determination goes on in each potentially affected State and FEMA Region.



This slide will present the flow of tasker information.

CLICK The NRCC and LRC have decided on the pre-dec requirements. The LRC has decided on how these requirements will be filled and tasked the appropriate agencies for procurement and transportation as necessary.

CLICK The National Teams AOs forward the taskers to the National MMs for execution and for information on warehouse withdrawals in order to maintain the Common Operating Picture.

CLICK The National Teams AOs will also forward the taskers to the Commodities Teams AOs at the ERT-A/JFO.

CLICK Of course there may be multiple teams involved.

CLICK The National MMs will forward the taskers to their CSMs so they can get ready for the incoming commodities at the Mob Ctr.

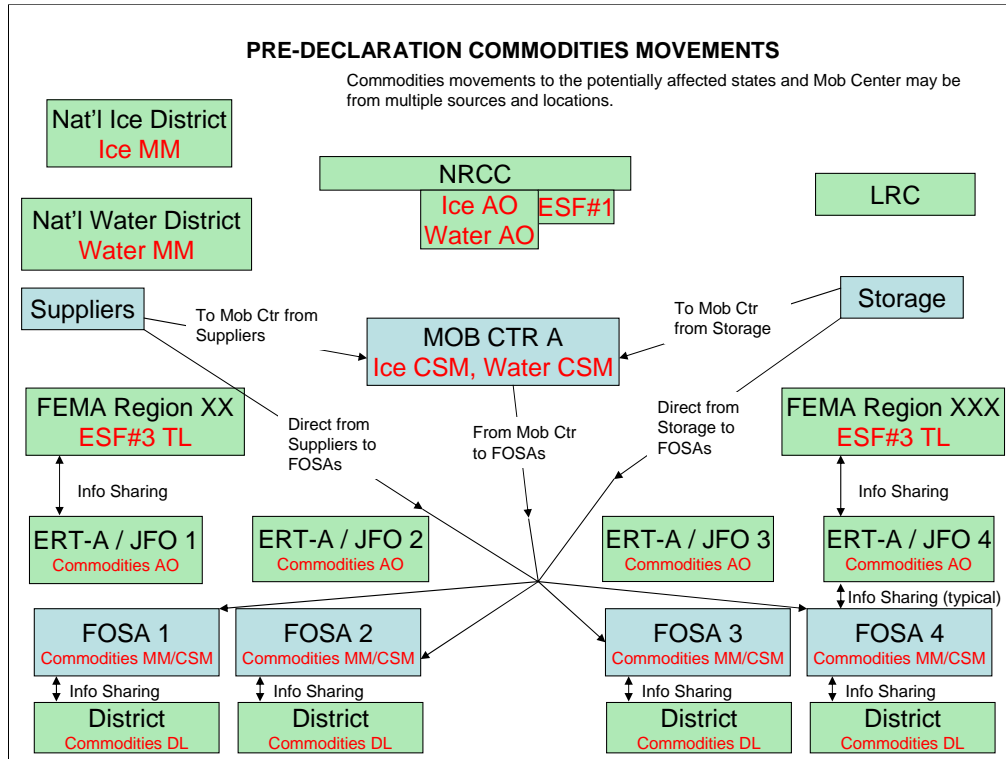
CLICK The National MMs will also forward the taskers to the deployed Commodities' MMs so they can prepare too.

CLICK And for multiple potentially affected states.

CLICK The deployed Commodities AO, MM and DL should always be sharing info about what is going on.

CLICK The Commodities AO needs to be sure the ESF#3 TL at the region is aware of what is going on if the Region is still in operational control of the potential disaster.

Remember, it is essential all taskers be conveyed to all deployed management locations in order for the deployed people to prepare for shipments and ensure adequate manning is correctly located to receive commodities movements.



Commodities may be moved to several different locations during the per-declaration phase.

CLICK First and usually, the commodities are sent to a Mobilization Center. This may be an existing Logistics Center, or may be a newly opened Mob Center such as Fort Sam Houston in San Antonio, or Fort Polk in Alexandria.

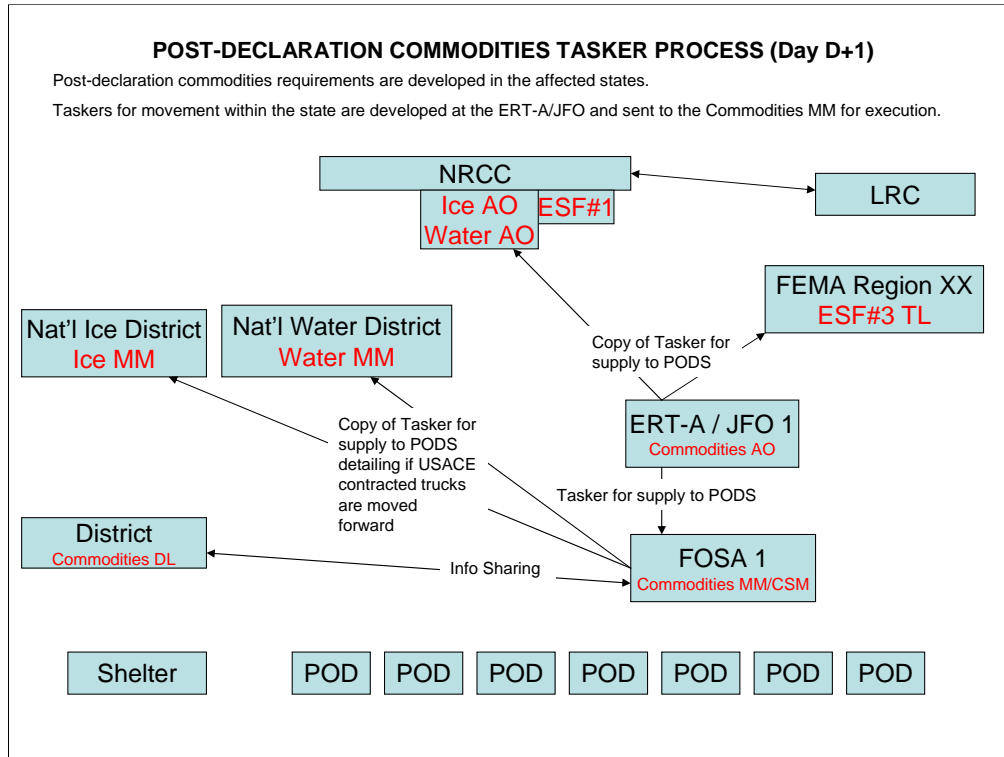
CLICK However, Mob Centers are only one of many locations for initial direct shipments. Often times, a FOSA may be the initial delivery point, or possibly a staging site supplied by a contractor.

CLICK Of course this may be going on in multiple states

CLICK It is also probable that commodities may be sent forward from a Mob Center or other staging area to a FOSA during the pre-dec phase.

CLICK All these folks will be getting updates (hopefully in ENGLink database) about the commodities movements.

All commodities ordered by USACE will need to be received at the first delivery location, and all commodities need to be accounted for regardless of source. This is why any and all taskers (numbered independently) need to be shared amongst the ice, water, commodities management personnel.



CLICK Post-declaration commodities requirements are developed in the affected states.

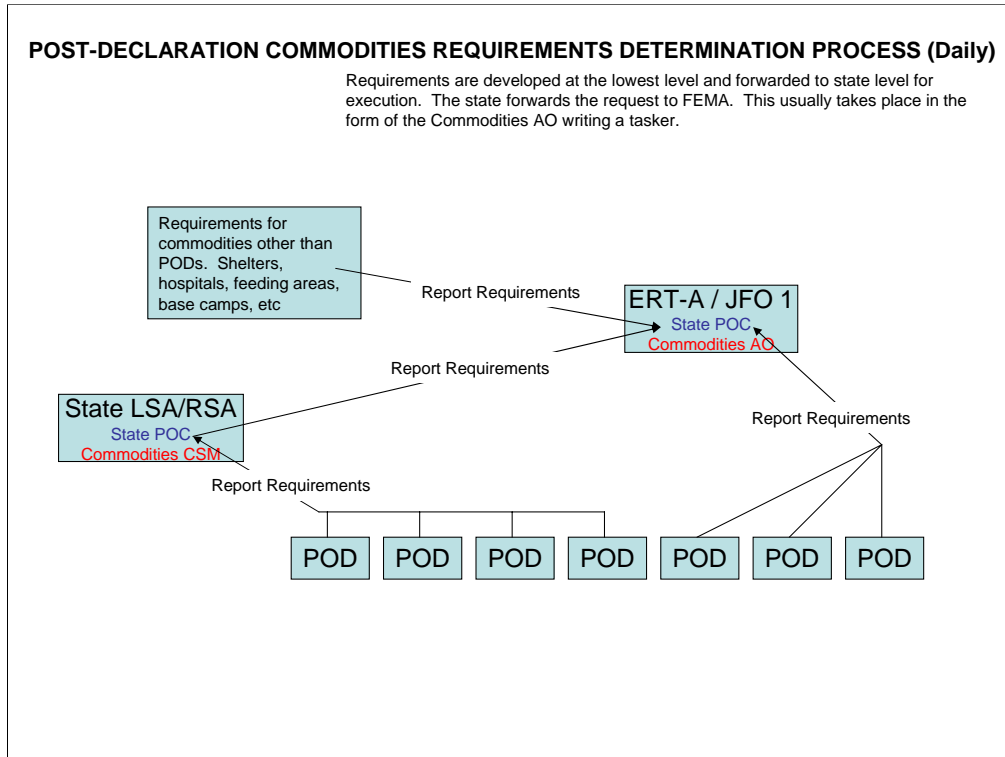
CLICK The AO will attend a joint meeting with FEMA Log and the state (Unified Logistics Element Meeting) where the PODs to be opened (and other locations requiring commodities) will be determined. The AO will write a tasker to get the commodities moving. Taskers for commodities movements are created by the AO and signed by FEMA Infrastructure Branch Chief or the Operations Section Chief if there is no infrastructure branch.

CLICK The tasker is forwarded to the MM for execution. This process may have to be done in eFOSA.

CLICK The AO will forward a copy to the National AOs for info and to the ESF#3 TL at FEMA Region if open.

CLICK The MM executes the tasker and forwards copies of his execution to the National MMs and the DL for info and tracking of funds expended.

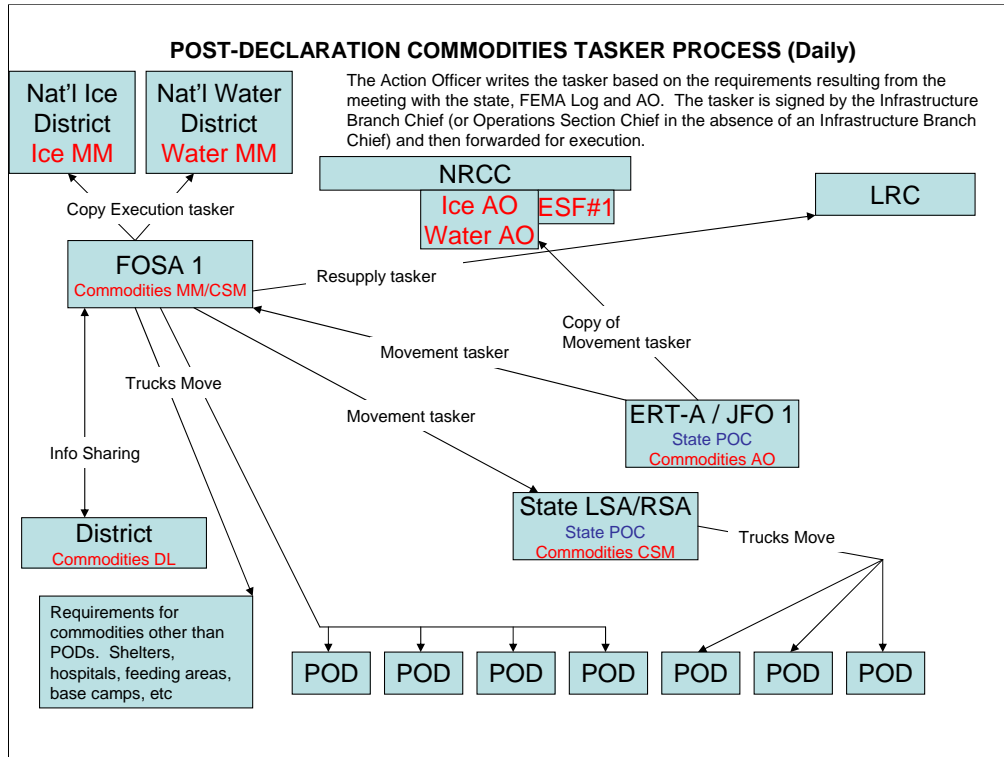
The initial supply of commodities to PODS is a “push”. This means that the POD will receive 1-1/2 days supply (estimated) of commodities as an initial supply. The Commodities AO, state POC and FEMA Log determine which PODS will be open and the type (size) of POD. This will determine the amount of commodities sent to the POD. Type I ability to distribute to the public is 4 trucks of ice and 4 trucks of water per day, so the initial push is 6 trucks of both commodities. The initial push for Type II is 3 trucks of both commodities, and Type III is 2 trucks of both commodities.



CLICK It is up to the AO to ensure that the coordination of requirements happens on a daily basis. This is a state function.

CLICK It can happen direct from the PODS to the state POC at the ERT-A/JFO.

CLICK Or the LSA/RSA can collect the requirements from the locations they serve and then forwarded to the JFO. This is how Florida works.



CLICK The state requirement is detailed in a tasker (prepared by the AO) for movement of the commodities to the field.

CLICK The Commodities AO forwards the tasker to the MM for execution.

CLICK The Commodities AO will also forward the tasker to the National Teams AOs at the NRCC.

CLICK The Commodities MM will forward the taskers to their CSMs for execution.

CLICK The MM will send a courtesy copy of the tasker to the national teams MMs and DL including indication of which USACE contracted trucks have been tasked to move forward.

CLICK The CSMs will coordinate with the FEMA FOSA manager for execution of the movements of the trucks for resupply of the PODs and other locations requiring commodities as indicated on the tasker.

CLICK The resupply of the FOSA and the LSA/RSA must be determined next. The PODs will contain approximately 1-1/2 days supply of commodities. Similarly, the FOSA and all the LSAs/RSAs should together contain another 1-1/2 days supply. This entails having 3 days of supply in the state at the beginning of each day. While that sounds like overkill, remember that you will have only 2 days of supply by close of business if something happens to disrupt the supply chain, or no commodities are ordered. The 3 day total requirement will also be reflected in the strategic planning document created by the AO each day. The tasker for additional commodities needed to support the state is sent from FEMA FOSA Manager to the LRC. FOSA resupply should be based on the strategic planning sheet accomplished by the AO. This is because the next 3 days of commodities requirements are forecast here. The FOSA, LSA/RSA, PODs and all other locations using commodities, should contain enough commodities for the next 3 days. The CSM with help from the MM should consult with the FOSA Mgr and agree on the resupply order. Do not forget that the FOSA Mgr has the last word on what is to be ordered for resupply of the FOSA.

- f. During the **Mission Transition and Closeout Phase**, USACE plans the release of the ESF #3 Management Team, PRTs and other support teams to home station, as well as the transition of the missions to members of the Supported Division and responding organization. There may be members from outside the division assisting in mission execution. As the mission approaches completion (i.e. physical close out), preparation for fiscal closeout is started. Fiscal closeout is the last function to be performed.
5. **Execution.** Water & Ice will be managed by National Teams that will procure commodities using ACI contracts and/or redistribute currently warehoused inventories, which will be distributed regionally. Commodities Teams will be deployed (regionally) to determine needs and manage the distribution of the commodities (either purchased, donated or exisisting inventory stock).
6. **Staffing Requirements.**
- a. Team Rotation
 - National teams will rotate on an annual basis on 1 March of each year. The assigned (lead team) will be responsible for all events that occur within the twelve month period.
 - Commodities team rotation will be established by the UOC.
 - Deployed Commodities teams will be responsible for mission execution for the entire event to include assisting in closeout process
 - b. Team Depth
 - Each team (National and Commodities) shall maintain each position with fully trained and deployable personnel at all times. This should be interpreted as requiring fully trained and deployable alternates identified for each position and ensuring that either the primary or the alternate is available at all times.
 - Each team member is required to be ready to deploy within six (6) hours of notification.
 - c. National Water PRT consists of:
 - Action Officer located at NRCC
 - Mission Manager located at home District (NAE/NWK)
 - Mission Specialist located at home District
 - Contract Specialist located at home District
 - Commodities Site Manager located at a MOB Center
 - d. National Ice PRT consists of :
 - Action Officer located at NRCC
 - Mission Manager located at home District (SAC/SPA)

- Mission Specialist located at home District
- Contract Specialist located at home District
- Commodities Site Manager located at a MOB Center

e. Commodities PRT consists of:

- Action Officer located at State EOC/JFO (coordinates with RRCC)
- Mission Manager located at FOSA
- Mission Specialist located at FOSA
- Commodities Site Managers located at FOSA or L/RSA
- Commodities Data Specialist located at FOSA or L/RSA
- Quality Assurance Supervisor located in field
- Mission Liaison at impacted District

7. Special Considerations; Design/Construction Considerations.

- Inventories currently in stock
- Existing ACI Contracts
- Donated Commodities
- Identification/Management of PODs
- State Commodities
- Connectivity Requirements

8. Glossary of Terms. See General Appendices

National Ice/Water Mission SOP

1. **Purpose.** This SOP details procedural guidance on how to perform the National Ice & Water Missions during all phases of the disaster operations (Preparedness, Activation, Execution and Closeout). The Mission Closeout Phase is detailed in a separate, common SOP applicable to all missions (see references under Commodities Doctrine Guide for this mission or function).

2. References.

- a. National Response Framework, dated January 2008
- b. ESF #3 Field Guide

3. Applicability/Responsibility.

- a. Process Owner.
 - Ice: South Atlantic Division (EOC – 404-562-5150)
 - Water: North Atlantic Division (EOC-718-765-7141)
- b. Process Team.
 - Ice: Charleston District (EOC – 843-329-8105)
Albuquerque District (EOC – 505-342-3686)
 - Water: New England District (EOC – 978-318-8271)
Kansas City District (EOC – 816-426-6320)
- c. Customer. Federal Emergency Management Agency

4. **Intergovernmental Team.** FEMA, US Forestry Service, DOT, DOD, various other ESF agencies, State, tribal and other sovereign entities, US Territories and private industry.

5. Staffing and Other Resource Requirements.

- a. **National Mission PRT Composition and Description of Duties.**
 - **National Action Officers (AO)** - The National Action Officer works in the ESF #3 (Public Works and Engineering) element in the NRCC and reports to the ESF #3 Team Leader. There will be one (1) water & one (1) ice AO assigned per twelve hour shift.

Responsibility. During Preparedness Phase serves as PRT team leader who will assist District EOC to coordinate administration, training, and preparation to deploy to an event. During Activation Phase, notifies the EOC/Mission Manager of deployment dates and locations. During Execution continues to coordinate composition for the deployed team. The AO serves on the ESF #3 Management Team working for the ESF #3 Team Leader (TL). Works as an interface with FEMA and other agency counterparts to develop/coordinate new and ongoing mission requirements. Based on FEMA's direction develops mission funding requirements and taskers and transmits these documents to the Supporting Division, and National Mission Manager. During Mission Transition and Closeout Phase coordinates the release of team members from FEMA and responding organization and ensures all mission files at the NRCC are organized and provided to the ESF #3 ATL. Once notified by the RRCC, the AO will provide the National MM with

contact information of all Commodities Teams that have been activated or deployed. Primary interface with Commodities AO and provides information on taskers, status, etc. to Commodities Team AO.

- **National Mission Manager (MM)** - The National Mission Manager works at the District designated to support the National mission. There will be one (1) water & one (1) ice MM assigned per twelve hour shift.

Responsibility. During Preparedness Phase, attends training and exercises, and completes deployment preparations including shots, medical clearance, ENLink PDS, etc. During Activation Phase, performs duties as tasked by National AO. During Execution, Mission Transition and Closeout Phases, serves as the project manager for mission execution and is responsible for overall team coordination to ensure timely procurement and/or transportation of commodities to the mobilization center(s) and/or points of embarkation. The MM is also responsible for preparing scopes of work and cost estimates and coordinating the procurement process with the National Contract Specialist (CS), scheduling and tracking of commodity deliveries and distributions, tracking mission funds and upward reporting. Primary interface with Commodities MM and provides information on taskers, mission status, etc. to Commodities Team MM. The MM oversees actions of team members supporting the national mission.

- **National Mission Specialist (MS)** - The National Mission Specialist works at the District designated to support the National mission. There will be one (1) water & one (1) ice MS assigned per twelve hour shift.

Responsibility. During Preparedness Phase, attends training and exercises, and completes deployment preparations including shots, medical clearance, ENLink PDS, etc. During Activation Phase performs duties as tasked by National Mission Manager. During Execution, Mission Transition and Closeout Phases, serves as the mission data administrator and must be able to assume MM responsibilities during MM absence.

- **Contracting Specialist (CS)** - The National Contract Specialist works at the District designated to support the National mission. The District will also provide a Contracting Officer who will support the Contracting Specialist. There will be, at minimum, one (1) water & one (1) ice CS assigned per mission. While there is no requirement for a Contracting Officer (KO) on the PRT, the responding District must have a KO with sufficient warrant capacity available at all times.

Responsibility. During Preparedness Phase, attends training and exercises, and completes deployment preparations including shots, medical clearance, ENLink PDS, etc. During Activation Phase, performs duties as tasked by National Mission Manager. During Execution, Mission Transition and Closeout Phases, serves as the primary interface with the contractor. Performs cradle to grave contract administration.

- **National Commodities Site Manager (CSM)** - The National Commodities Site Manager(s) works at the Mobilization Center or point of embarkation identified to support the National mission. There will be one (1) water & one (1) ice CSM assigned per MOB/embarkation site to cover the hours of operation of the site.

Responsibility. During Preparedness Phase, attends training and exercises, and completes deployment preparations including shots, medical clearance, ENGLink PDS, etc. During Activation Phase, deploys to Mobilization Center or Embarkation Site and performs duties as tasked by National Mission Manager. During Execution Phase, the National CSM is responsible for providing “just in time” training and safety briefing to the National Commodities Team QAs. The National CSM is responsible for managing the National Commodities team/personnel at assigned mobilization areas and providing commodities data to the National Commodities Data Specialist. The National CSM is responsible for providing all scheduled reports to the National Mission Manager. The National CSM communicates with Commodities PRT CSM whenever trucks are sent from the Mob Centers to the FOSAs or beyond

- **National Commodities Data Specialist (CDS)** – The National Commodities Data Specialist works at the Mobilization Center or point of embarkation identified to support the National missions. There will be one (1) water & one (1) ice CDS assigned per MOB/Embarkation site to cover the hours of operation of that site.

Responsibility. During Preparedness Phase, attends training and exercises, and completes deployment preparations including shots, medical clearance, ENGLink PDS, etc. During Activation Phase, deploys to Mobilization Center or point of embarkation and performs duties as tasked by the National Commodities Site Manager. During Execution Phase, responsible for coordination with National Commodities QAs at the mobilization/embarkation area and providing commodities reports to the National Commodity Site Manager.

- **National Commodity QA (QA)** – The National Commodity QA works for the National Commodities Site Manager at mobilization site or points of embarkation. There will be six (6) water & six (6) ice QAs per mob/embarkation site to cover the hours of operation at that site.

Responsibility. During Preparedness Phase, attends training and exercises, and completes deployment preparations including shots, medical clearance, ENGLink PDS, etc. During Activation Phase deploys to mobilization site or point of embarkation and performs duties as tasked by the National Commodities Site Manager. Will receive “just in time” training from National Commodities Site Manager. During Execution Phase, responsible for receiving, tracking, and shipping commodities at mobilization site and providing commodities data to the National Commodities Site Manager and Data Specialist.

▪ **Staffing Summary for Typical Deployment (Assumes 2 Mobilization Centers)**

Action Officers	2
Mission Managers	2
Mission Specialist	2
Contract Specialist	1
Commodities Site Manager	2
Commodities Data Specialist	2
QA Inspectors	<u>12</u>
Total	23

b. Team Status:

- GREEN = capable of 24/7 staffing at the NRCC and District Mission execution team; and cover hours of operation at 2 mob sites (minimum of 23 GREEN status personnel plus available KO).
- AMBER = capable of 24/7 staffing at the NRCC and District Mission execution team; and cover hours of operation at 1 mob site (minimum of 15 GREEN status personnel plus available KO).
- RED = Does not meet the requirements for AMBER.

6. Planning Considerations.

- USACE models to be used in Pre-declaration identification of 72 hours (L-3 days) supply of commodities (ordered or repositioned) from which a funding estimate will be developed.
- Post-declaration ordering will be based on post landfall modeling for first 72 hours (L+3 days), and then on the State(s) capability to distribute commodities.
- Identification of inventories currently in stock & repositioning capabilities
- Personnel must be familiar with existing ACI Contract capabilities and contractor quality control plan.
- Contract considerations:
 - 1 Truck of Ice = 40,000 pounds
 - 1 Truck of Water = 18,000 liters
 - Consumption factors 4 liters of water/person/day & 5 lbs of ice/person/day
- State/Donated Commodities
 - Need to Track Separately from ACI Commodity
 - May require priority off-loading and ensure off-loading equipment is available
- Identification/Management/Capacity of Mobilization or Embarkation Sites
- Personnel & Equipment Requirements at Mobilization Centers or Embarkation Sites
- Hours of operation or any limitations at Mob Center or embarkation sites.
- Training of appropriate personnel in the receiving and accountability process.
- The National Water/Ice PRT will be responsible for all events for 12 months beginning on 1 April.
- National PRT members are typically deployed on a 30-day rotation. The National team is responsible for coordinating the rotation of team members. Rotation of team

members should be staggered to insure continuity as needed. Overlap of team during rotation should be 2-3 days.

7. Procedures. (Actions by USACE, FEMA, State/Tribal, Locals, and Industry)

a. Preparedness

HQUOC.

- (1) Maintains PRT rotational assignments in ENGLink Interactive.
- (2) Monitors PRT readiness, conducts weekly update at the UOC brief, and ensures timely resolution of deficiencies with Lead Division.
- (3) Provides funding for PRT training, equipment and maintenance of ACI Water/Ice Contracts in coordination with the Readiness Support Center.

Emergency Water/Ice Lead Divisions (NAD/SAD):

- (1) Provides leadership and mentoring to the designated Water/Ice PRT districts.
- (2) Advises Lead Division Commander and Senior Staff, monthly, on PRT concept and PRT status.
- (3) Provides status on PRT readiness to HQ USACE
- (4) Serves as proponent for PRT training curriculum, in coordination with the Readiness Support Center.
- (5) Reviews and screens district PRT trainee list for compliance with established qualification standards and team templates.
- (6) Ensures PRTs have been adequately trained and equipped for deployment.
- (7) Ensures PRT database for personnel is current.
- (8) Confirms proper scopes of work and contracting procedures are in place and properly maintained to support mission requirements. (Task currently assigned to New England District/Charleston District)
- (9) Develops and maintain National Water/Ice Mission SOPs.
- (10) Develops criteria, determines appropriate number and maintains list of water/ice Subject Matter Experts (SME).

National Ice/Water District EOC:

- (1) Select personnel and maintain team staffing, with alternates. Ensure that all team members complete the Statement of Understanding Form including signature of their supervisors, and the District Commander. Ensure that all team members have successfully completed the required medical screening in ENGLink.
- (2) Maintain current list and status of team members in ENGLink Interactive.
- (3) Maintain team deployment data
- (4) Provide team equipment and supplies
- (5) Responsible to ensure team members attend initial and refresher PRT training, and that train-the-trainer programs are conducted for alternate team members.
- (6) Keep team informed on pending response deployments and status.

- (7) Coordinate for support as required by District staff to include, but not limited to:
 - Resource Management
 - Office of Counsel
 - P2, CEFMS & ENGLink
 - Contracting Officer
 - QA personnel support
 - Internal review
 - Safety/Security
 - Administrative Support
 - Information Management
 - Logistics

PRT Members

- (1) Upon alert notice, be prepared to deploy within 6 hours
- (2) Complete Statement of Understanding form, including the signature of their supervisor and District Commander.
- (3) Maintain Personnel Data Sheet (PDS) in ENGLink Interactive.
- (4) Complete Medical Screening in ENGLink Interactive.
- (5) Attend initial and refresher PRT training/certification.
- (6) Team members should be familiar with the National Water/Ice Mission Doctrine Guide, ACI Water/Ice Contract, National Response Framework (NRF), Incident Command System (ICS) and ENGLink Interactive, have a basic understanding of the commodities mission, and CEFMS.
- (7) Notify District EOC of significant changes of PRT member availability status
- (8) Government provided equipment is maintained and ready for deployment
- (9) Must possess a valid travel card and account must be in good standing (only for PRT members likely to deploy).
- (10) Action Officer(s) will obtain NRCC access card.

b. Activation

FEMA

- (1) Activates the National Response Coordination Center (NRCC) and Regional Response Coordination Centers (RRCC).
- (2) Initial funding for pre-disaster missions may be provided for the purpose of energizing the National Water/Ice PRT and/or pre-placement of water/ice to designated mobilization center(s) or points of embarkation..
- (3) Pre-declaration funds are provided by FEMA to the ESF #3 NRCC representative, in the form of a Mission Assignment (MA). The scope of the mission will be defined on the MA. Pre-scripted National Water/Ice Mission Assignments have been developed to facilitate immediate activation of the mission. Pre-declaration emergency water/ice mission funding in the amount of \$200,000 for team deployment (District Team, two AOs, and assumes the

establishment of two mob sites; one shift at each MOB site). Does not include commodity purchase.

- (4) Establish Mobilization Centers.

NRCC

- (1) Develops Mission Assignments for the National Water/Ice Teams.
- (2) Issues Taskers to National Water/Ice Districts for deployment/activation with copies to HQUOC and impacted, lead and supporting Divisions.
- (3) Identifies mob site locations and POC information (including phone numbers).

HQ UOC.

- (1) Coordinate with Lead Division on National Team to be activated.
- (2) If appropriate, ensure commodity models are run and posted on ENGLink Interactive.
- (3) Establishes emergency response “Battle Rhythm”.
- (4) Provide FCCE Code 210 funds for EOC activation.
- (5) Notify National Action Office of Activation or Deployment of Commodities Teams.

Water/Ice Lead Division (NAD/SAD)

- (1) Maintain awareness of the disaster situation and assist in the determination of resources required to accomplish the water/ice mission.
- (2) Activate EOC.
- (3) Resource taskers for additional personnel, as needed.
- (4) Inform both National Team EOCs of pending activations.

National Water/Ice District EOC

- (1) Activate EOC.
- (2) Upon notification from NRCC/HQ UOC through ENGLink Interactive of National Water/Ice PRT deployment, coordinate with AO to select appropriate team composition and notify team members of deployment status.
- (3) Accept MA from NRCC and develop labor codes and travel orders for National Water/Ice PRT members.
- (4) Prepares RO doc and taskers in ENGLink for deployment of National Team and supporting personnel (includes providing funds via MIPR).
- (5) Coordinate deployment details to include travel orders, deployment location, points-of-contact, transportation requirements, and lodging for the AO, National Commodity Site Managers, National Commodity Data Specialist and National Commodity QAs.

Deploying National Ice/Water PRT

- (1) Prior to deployment, members of the National Water/Ice PRT should perform the following activities:

National Action Officer

- 1) Coordinate with EM to ensure proper composition of Water/Ice PRT and assume leadership role.
- 2) Obtain a list of team cell phone and pager numbers.
- 3) Confirm scope of mission with the NRCC and inform team.
- 4) Coordinates with ESF#3 TL to notify of anticipated arrival at NRCC.
- 5) Coordinate Mobilization Site information with FEMA, i.e., locations, POCs, phone numbers, and communicate information to National Mission Manager.
- 6) Confirm transportation and lodging arrangements with District EM.
- 7) Upon notification by Commodities AO of team deployment notify National MM of location and pertinent Commodities Team information.

National Mission Manager

- (1) Confirm scope of mission with AO.
- (2) Work with MS and CS to select necessary contract line items and quantities of initial Delivery Order.
- (3) Ensure appropriate District support personnel notified/available.
- (4) Compile and distribute a list of team cell phone and pager numbers.
- (5) Upon notification of Commodities Team deployment, contact Commodities Mission Manager and compile a list of team cell phone and pager numbers.

National Mission Specialist

- (1) Establish communications with other National Commodities Site Manager(s).
- (2) Coordinate with National MM on reporting mechanisms, times, etc.

National Contract Specialist

- (1) Alert ACI Contractors of pending mission and assigned team.
- (2) Work with MM and MS to identify necessary contract line items and quantities of an initial Delivery Order or bulk funding orders. An initial Delivery Order should include standby time and additional mileage as pre-positioned water/ice is likely to remain at the staging area for a couple of days and will need to be moved forward to the disaster area. Additionally, ice orders may include daily operations. Ensure daily operations instructions are clearly delineated to the contractor when standby stops and daily operations starts.
- (3) If deploying to another district, contact PD2 system administrator and IM administrator to obtain required access.
- (4) Alert Contracting Officer of potential initial delivery order for pre-positioning water/ice.

National Commodities Site Manager (CSM), National Commodities Data Specialist (CDS), National Commodity QA(s)

- (1) CSM/EOC responsible for ensuring Water/Ice PRT deploys properly equipped (see general appendix C-W in Ice-Water-Commodities SOP for checklist).
 - (2) National Commodities Site Manager coordinates with Mob site POC (FEMA Logistics) to confirm location and notify of anticipated arrival of deployed staff.
- (2) Upon arrival at the deployment site/activation, the National Water/Ice PRT should perform the following activities:

National Action Officer

- (1) Notify home District EM of arrival at deployment site.
- (2) Establish communications with other Water/Ice PRT members.
- (3) Establish contact with the NRCC ESF 3 Team Leader and Assistant Team Leader to coordinate office space, equipment and work schedule.
- (4) Establish contact with other Emergency Support Function (ESF) representatives.
- (5) Establish contact with other AO's (Water/Ice and Power).

National Mission Manager

- (1) Establish communications with other Commodities Mission Managers and National Water/Ice PRT members.
- (2) Develop and maintain personnel roster for all personnel associated with the water and ice teams, both National Water and Ice, and Commodities Teams.
- (3) Coordinate with Commodities Site Managers to determine possible requirement for DTOS (RRV) support.

National Mission Specialist

- (1) Establish communications with other National Commodities Site Manager(s).
- (2) Coordinate with National MM on reporting mechanisms, times, etc.

National Contracting Specialist

- (1) Coordinate with the Contracting Officer.
- (2) Coordinate with ACI Contractor.
- (3) Know the ACI Contract.

National Commodities Site Manager

- (1) Notify home District EM of arrival at deployment site.
- (2) Establish contact with the FEMA Mob Center Manager to coordinate available office space, equipment and area for staging pre-positioned commodities and general operational procedures.
- (3) If adequate office space not available request DTOS (RRV) through National Mission Manager.
- (4) Establish communications with National Mission Managers and provide a description of delivery site including address and accurate directions, hours of operation, any restrictions on site, etc.
- (5) Coordinate with and direct Commodities Data Specialist and QA.
- (6) Provide “just in time” training to Commodity QAs.

c. Execution

FEMA HQ

- (1) Issue Mission Assignment and Taskers to procure and/or transport commodities.
- (2) USACE models to be used in Pre-declaration identification of 72 hours (L-3 days) supply of commodities (ordered or repositioned) from which a funding estimate will be developed.
- (3) Post-declaration ordering will be based on post landfall modeling for first 72 hours (L+3 days), and then on the State(s) capability to distribute commodities.
- (4) Logistics Resource Center (LRC) coordinate with RRCC/JFO to identify state commodity requirements.
- (5) Ensure appropriate Federal agencies are engaged in the process.

NRCC

ESF #3 Team Leader

- (1) Coordinate with FEMA Logistics Operations Chief on the issuance of National mission assignments and funding levels.
- (2) Develop strategic plans.
- (3) Coordinate with FEMA HQ, HQ UOC to provide mission status.

National Action Officer

- (1) Accept Mission Assignments and Taskers from FEMA and provide direction to National Water/Ice Mission Manager.
- (2) Coordinate Mobilization Site information with FEMA, i.e., Locations, POCs, phone numbers, and communicate information to National Mission Manager.

- (3) Coordinate with appropriate ESF functions (DOT, DOD, NorthCOM, ESF #12, etc.) and the Commodity Action Officer.
- (4) Schedule and direct daily coordination conference calls with National Water/Ice Team and Commodity Action Officers.
- (5) Continuously coordinate water/ice status with FEMA Logistics.
- (6) Develop and provide daily reports to ESF #3 Team Leader
- (7) Provide input to Incident Action Plan.
- (8) Provide Technical Advice to FEMA on Water/Ice Mission.
- (9) Coordinates with National Mission Manager for daily team (national and commodities) conference call.

NRCC

ESF #3 Team Leader

- (1) Coordinate with Operations Chief on the issuance of State mission assignments and funding levels.
- (2) Develop strategic plans.
- (3) Notify ESF #3 TL at NRCC of Commodity Team Deployment.
- (4) Coordinate with ESF #3 TL at NRCC and ESF#3 TL at ERT-A to provide mission status.

National Water/Ice Team

National Mission Manager

- (1) Serves as project manager responsible for mission execution, determining staffing requirements, tracking of personnel and overall team coordination.
- (2) Receives mission assignments and taskers from National AO.
- (3) Prepares scopes of work and cost estimates.
- (4) Coordinates the procurement process with the Contract Specialist.
- (5) Establishes communication with FEMA POC at MOB/Delivery Sites
- (6) Receives notification from Commodities Mission Manager of their activation and arrival onsite.
- (7) Schedules and tracks water/ice deliveries and distributions with all Commodities Site Managers (see Appendix A-C for spreadsheet).
- (8) Tracks mission funds and alerts National AO of additional funding needs.
- (9) Tracks status of each tasker.
- (10) Sole source of information for input into the SITREPS and ENGLink concerning the status of the Mission.
- (11) Provides reports as needed to National AO at NRCC.
- (12) Coordinates with National Commodities Site Managers and Commodities Mission Managers at other delivery locations to confirm status (inventory, deliveries, etc.) of commodities.
- (13) Evaluates capability to store, load, unload, move and distribute commodities at mob center(s) and points of embarkation.

- (14) Coordinates with National Action Officer for daily team (national and commodities) conference call.

National Mission Specialist

- (1) Assists the MM and performs the role of the MM in their absence.
- (2) Tracks water/ice delivery, inventory and movement information from National Commodities Site Managers and the Commodity Mission Managers.

National Contract Specialist

- (1) Develops and executes all contracting documents necessary for the procurement, transportation, storage, testing and distribution of commodities during emergency operations, as directed by the MM.
- (2) Works with the MM and MS to scope contracting requirements necessary for mission execution and to determine the most appropriate method of procurement.
- (3) Track contractor performance and earnings and advises MM of contractual options and remedies related to performance.
- (4) Liaison between the National Water/Ice PRT and the Contracting Officer.
- (5) Inputs all Contracting information into SPS.
- (6) Serves as the point-of-contact for all water/ice related procurements.
- (7) Provides contract information for inclusion in the SITREP.
- (8) Prepares any needed contract requirements/actions outside of ACI contracts for services/products as ordered by FEMA.

National Commodities Site Manager

- (1) Responsible for supervision of Commodities Data Specialist and Commodities QAs.
- (2) Functions as Team Liaison with FEMA Mob Center Manager.
- (3) Coordinates with FEMA for specific mob center requirements or restrictions (security, etc.).
- (4) Receives copies of taskers and contract delivery orders from the National MM.
- (5) Responsible for accuracy of information on water/ice inventories (includes FEMA owned from storage, State, donated, and ACI purchased), deliveries, movement and storage.
- (6) Reports information to National MM and FEMA Mob Center Manager
- (7) Manages shipments of water/ice in coordination with the National MM; directs movement of USACE Water/Ice; and coordinates movement of non-USACE Water/Ice with FEMA and other support agencies.
- (8) Reports staging area capabilities to National MM
- (9) Maintains proper accounting necessary for upward reporting and contractor payments.

- (10) Provides SITREP input to National MM.
- (11) Collects & verifies the accuracy of delivery information sheets for transfer to the National Mission Manager.
- (12) Reports any contract deficiencies to National Mission Manager
- (13) Monitors contractor's performance and advises National Mission Manager.
- (14) Coordinates with Commodities Site Manager at FOSA to provide projected delivery information.

National Commodities Data Specialist

- (1) Reports to the National Commodities Site Manager.
- (2) Responsible for receipt of delivery sheets from Commodity QAs.
- (3) Responsible for the timely and accurate entry of pertinent data related to the water/ice delivery and movement.

National Commodities QA

- (1) Reports to the National Commodities Site Manager.
- (2) Ensures trucks arrive at mob site with trailer seal intact.
- (3) For Water, break seal and inspect loads as directed by National Commodity Site Manager; report load discrepancies to Commodity Site Manager.
- (4) Fill in delivery information sheets, leave original with truck driver, and provide copy to National Commodities Data Specialist.
- (5) Receive, track, and report on FEMA owned, State and donated water/ice.
- (6) Responsible for accuracy of information on water/ice inventories (includes FEMA owned from storage, State, donated, and ACI purchased), deliveries, movement and storage.
- (7) Monitors contractor's performance and advises National Commodities Site Manager.

d. Mission Closeout

Pre-Declaration: The pre-declaration mission is physically complete upon determination by FEMA and the impacted state that the water/ice demands can be met by other sources or upon issuance of a post-declaration mission assignment. It is important that once the Presidential Declaration is made that all work from that point on be charged to the new funding source accompanied by a new Action Request Form (ARF).

Post-Declaration: Mission termination occurs when directed by FEMA and the State. This usually occurs when adequate supplies of potable water and ice are available to the general public via commercial sources or by public systems. The AO should coordinate with MM in identifying the commodity demand and project a potential termination date of the mission. The AO will advise FEMA of commodity demand status, identify a projected termination date based on the

status of commodity demand. Termination should be coordinated with ESF 6 (American Red Cross), ESF 8 (US Public Health Services), ESF 11 (Department of Agriculture) and other concerns. Consideration in ending the commodity mission while food is being distributed may hinder the overall recovery. Indirect factors that influence the End State are: commercial availability of water/ice, status of waste water and potable water systems and restoration of power. An analysis of local water/ice usage may facilitate the determination of the end state. For example, if a majority of local residents do not rely on a public water system, but, use well water (or cisterns, or bottled drinking water) they may not need emergency assistance. In some cases, another type of assistance may be needed, such as to decontaminate wells or cisterns. The End State is also affected by the availability of waste water services. If waste water systems are not functional, operation of potable water distribution systems will usually be restricted to prevent health hazards due to sewer flowing out of manholes and lift stations.

The AO and MM shall develop a Closeout Report/Plan that provides information on the Mission (both Pre-Dec and Post-Dec) that was assigned to the PRT. The Closeout Report/Plan will include the Background of the Team's efforts, a Summary of the commodities ordered, delivered or placed into storage and the quantities and cost of the commodities and an identification of any Remaining Actions that must be undertaken by the PRT.

The AO shall prepare a Closeout letter that identifies the Physical Completion date of the Mission, identifies a projected Fiscal Completion date, when any excess funds will be returned and requests release of the PRT members by FEMA to return to home station.

8. Appendices.

- A-A ACI Water Scope of Work
- A-B ACI Ice Scope of Work
- A-C Forms and Instructions
- A-D Essential Elements of Information.

Appendices

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Water Contract Scope of Work

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**Statement of Work
For
Bottled Water**

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APPENDICES:

APPENDIX A, Water Delivery Information Form

APPENDIX B, Dry Storage Information Form

APPENDIX C, Drayage Information Form

C.1 GENERAL

C.1.1 Background: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.)(88 Stat. 143)(The Stafford Act), authorizes the President (FEMA per Executive Order 12673) to provide financial and other forms of assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidentially declared major disasters and emergencies. The National Response Plan (NRP), a signed agreement among 27 federal departments and agencies, including the American Red Cross, describes the mechanism and structure by which the federal government mobilizes resources and conducts activities to address the consequences of any major disaster or emergency that overwhelms the capabilities of state and local governments. The NRP organizes the types of federal response assistance that a state or local government is most likely to need under the 15 Emergency Support Functions (ESF's), each of which has a designated primary agency. The Department of Defense has the responsibility for ESF 3, Public Works and Engineering, and has designated the U. S. Army Corps of Engineers (USACE) as its operating agent for ESF 3 planning, preparation, and response. One of the typical missions under ESF 3 is to provide for humanitarian support (i.e., Potable Water). USACE fulfills requirements for water at disaster locations first by utilizing bottled water stored from previous disasters, donated water, supplies from vendor managed storage and bottled or bulk water supplied by other federal agencies. If water from these sources is inadequate to meet required quantities of water, USACE may be tasked to purchase additional potable water.

C.1.2 Purpose: The primary purpose of this contract is to provide bottled water, to include vendor managed storage, transportation, loading and unloading, drayage, additional ground mileage, dry storage trailers, etc., to sites including possible future Government or vendor warehouse storage in the 48 States and the District of Columbia in the Continental United States (CONUS) and to sites Outside the Continental United States (OCONUS) in the States of Alaska and Hawaii, Puerto Rico, the U. S. Virgin Islands, Guam, the Northern Mariana Islands, American Samoa, the Federated States of Micronesia, and the Republic of the Marshall Islands. The contract also includes requirements for participation in Partnering efforts and provision of Strategic Planning Services.

C.1.3 Utilization: The U. S. Army Corps of Engineers will utilize this contract for its purchase requirements for bottled water, to include supporting items and services identified in **C.1.2**, in performance of its ESF 3 responsibilities for man-made or natural emergency or disaster response and recovery activities under the NRP. The Government reserves the right, for purchase requirements OCONUS, to purchase bottled water using the Contract Line Item Number (CLIN) for CONUS and have the bottled water delivered to points of embarkation for further transportation to OCONUS locations by the Government. The Government also reserves the right, at its discretion, to utilize this contract for other bottled or bulk water requirements.

C.1.4 Release of Information: Neither the Contractor nor the Contractor's representatives shall release any report, data, specification, photograph, cost estimate, nor other information in any form obtained or prepared under this contract without prior specific written approval of the Contracting/Ordering Officer. The Contractor is prohibited from using the Water Delivery, Dry Storage, and Drayage Information forms for other than Corps contracts.

C.1.5 Contract Period: This contract shall be for a base period from April 1, 2008 through March 31, 2009. At the option of the Government, the contract period may be extended in one-year increments up to four (4) times. If exercised, the optional performance periods will be as follows:

- Option 1 - April 1, 2009 through March 31, 2010
- Option 2 - April 1, 2010 through March 31, 2011
- Option 3 - April 1, 2011 through March 31, 2012

Option 4 - April 1, 2012 through March 31, 2013

C.1.6 Conversion Factor for Gallons to Liters: For this contract, the conversion factor for converting gallons to liters shall be 1 gallon equals 3.79 liters.

C.2 GENERAL PERFORMANCE REQUIREMENTS

The paragraphs in Section C.2 describe the performance requirements of this contract for which there are no Contract Line Item Numbers (CLINs) in Section B – Supplies or Services and Prices, and for which no separate payment will be made.

C.2.1 Contractor Performance: The Contractor is responsible for performing all management, supervision and other administrative activities necessary to assure performance in strict compliance with the terms and conditions of this contract. Time is of the essence in performance of this contract, as the potable water to be provided under this contract is required to sustain life in the aftermath of disasters that have or will disrupt the normal supply of water in the disaster area. Therefore, this contract requires immediate response; including nights, weekends and holidays; with timely production, delivery, and reporting by the Contractor. The Contractor may be required to respond to simultaneous disasters with deliveries to multiple sites for each disaster. Much of the work to be performed under this contract will be performed in a disaster area under emergency conditions. Delivery Orders may be issued prior to the occurrence of a natural disaster, such as an approaching hurricane, to pre-position water for anticipated needs. During the initial phase of any emergency response effort, the Contractor should expect and be prepared to commit transportation assets for several days of standby time as pre-positioned water and initial deliveries are likely to be staged until distribution sites are identified. Drivers need to be self-sufficient during disaster response efforts as limited hotel accommodations must be reserved for those evacuating the impacted area. During a disaster response, the Contractor will be competing against other interests for limited bottled water supplies and transportation assets, especially in and around the impacted area. In performing this contract, the Contractor shall cooperate fully with public officials and other Contractors in emergency and disaster response and recovery operations.

C.2.2 Continuous Liaison with the Government: Beginning on the date of award of this contract, the Contractor shall be continuously available to the Government's representatives for response to requests for information, receipt of Delivery Orders, discussion of contract performance, and other contract administration activities. To fulfill this requirement, within four (4) hours of receipt of the Notice of Award of this contract (unless a different period is allowed by the Contracting Officer), the Contractor shall:

- a. Provide the names, job titles, and contact information, to include telephone numbers (business, cell phones, facsimile, pager numbers, etc.) for both business and non-business hours, of a Senior Manager within the Contractor's organization, and a minimum of one similarly qualified alternate, available on a 24-hour, 7 days-a-week basis, to serve as continuously available liaison with the Government.
- b. Submit an Organization Chart consisting of a wiring diagram displaying lines of authorities and assigned responsibilities within the Contractor's organization relative to the performance and administration of this contract. The Organization Chart shall include names, position/job titles, contact information, to include telephone numbers (business, cell phones, facsimile, pager numbers, etc.) for both business and non-business hours, and a description of each person's responsibilities under this contract.

The Contractor shall submit the above information to the Contracting Officer by facsimile, email and regular mail. During the contract period, including any optional performance periods, the Government

shall be notified immediately, by facsimile, email and regular mail, of any changes regarding the designated liaisons or in the Organization Chart.

C.2.3 Communication and Information Management: The Contractor shall have and use MS Office 2003 Professional software including Word, Excel, PowerPoint, and Access; and either Netscape Navigator or Microsoft Internet Explorer browser software to access email in performance of work under this contract. Unless authorized in writing by the Ordering Officer, the software is not to be upgraded to a newer version. In addition, the Contractor shall have, and use in the performance of the work, facsimile machines, cellular telephones, pagers and electronic mail usable throughout the geographic performance areas identified in this contract. Following a disaster, it is likely that telephonic communication systems will be overloaded making it difficult and slow to communicate by phone. The Corps will provide a Government Emergency Telecommunications Service/Wireless Priority Service (GETS/WPS) number to the Contractor for use during emergency response.

C.2.3.1 Communication with Ground Transportation Assets (Truck Drivers): Due to the fact that performance under this contract will be ordered to support responses to natural or man-made disasters, it is likely that adverse conditions could develop on roadways that are or would be utilized to transport bottled water. Examples are flooding of roadways, washing out of roads and/or bridges, or other damage to roadways and bridges that could create a safety hazard for trucks and/or delay shipments by truck; roadways being utilized as evacuation routes and the normal flow of traffic for lanes being changed to flow in the opposite direction; the need to provide police escorts for trucks to lead around blocked roadways, etc. In addition, during emergency/disaster responses, it is not unusual to need to divert shipments from the delivery destination identified in a Delivery Order to a new delivery destination while the shipment is enroute. In these situations, it is critical that the Contractor have the capability to track trucks and directly communicate with truck drivers at all times. The Contractor shall utilize an automated tracking system, such as mobile GPS transceivers reporting to a data collection computer for each vehicle in transit. The automated tracking system shall be monitored and information recorded at a central location operated by the Contractor. The information collected on vehicle movement and location shall be reported to the U.S. Army Corps of Engineers at four (4) hour intervals minimum as long as any bottled water delivery vehicles are in transit or within one hour of a U.S. Army Corps of Engineers' request for this information. All truck drivers shall have cellular telephone or other communication capability sufficient to provide the Contractor the ability to make immediate contact with the driver at all times during transport.

C.2.4 Movement Coordination Requirements -Transportation: The U.S. Army Corps of Engineers is required to coordinate movement of all transportation assets (trucks, ships, airplanes) and their cargo into disaster locations. This coordination will be performed by the U.S. Army Corps of Engineers office established at a site to be determined. The Contractor is required, in concert with the Contracting/Ordering Officer, to perform advance coordination with the U.S. Army Corps of Engineers for all CONUS and OCONUS shipments into disaster locations. The U.S. Army Corps of Engineers will approve schedules for such shipments or provide alternate shipment delivery times/dates as well as different delivery locations, such as airports and seaports, in or outside of the disaster locations. The Contracting Officer shall adjust, as appropriate, Delivery Order delivery time requirements when the U.S. Army Corps of Engineers makes any changes that cause shipment delays. Information required from the Contractor for performance of this coordination is addressed in paragraphs **C.2.7.1** and **C.2.7.2** below. The Contractor shall provide to the Contracting Officer a Confirmation Transportation Schedule, to include all modes of transportation, and a next day's Estimated Transportation Schedule no later than 2300 hours (time zone of the disaster location) of each day by fax. The fax phone number will be provided at the time the Delivery Order is issued. At the top of each estimated transportation schedule shall be printed the heading with the Contractor's name, address, phone number, point of contact, date and the title, "Estimated Transportation Schedule for (date)". Below the heading, in columnar format, shall be the aircraft tail number/ship name/truck number, aircraft/ship/truck Contractor name (if different from the heading), location departing from, estimated tonnage carried, estimated time of departure, estimated time

of arrival at destination, and location at which arriving. The Confirmation Transportation Schedule shall have the same items as the Estimated Transportation Schedule, except where estimated is used actual tonnage and times shall be given. The title, "Actual Transportation Schedule for (date)" will be used.

C.2.5 Quality Control and Quality Assurance: The Contractor is responsible for controlling the quality of supplies provided or services performed under this contract and tendering to the Government for acceptance only those supplies or services that conform with the requirements of this contract. In addition, the Contractor must ensure and maintain substantiating evidence that vendors or suppliers of raw materials, parts, components, etc., have an acceptable quality control system and that the supplies or services conform to contract quality requirements, and furnish such information to the Government as required. Contract Clause 52.246-2 requires the Contractor to provide and maintain an inspection system acceptable to the Government covering supplies provided under this contract. The Contractor shall submit and shall readily maintain a Quality Control Plan, to include a complete description of the inspection system as described in Clause 52.246-2, to the Contracting Officer for review and approval within five (5) calendar days from award of the contract.

C.2.5.1 Water Certification and Testing Results: The Contractor must maintain an inspection system that ensures the quality of bottled water to be provided under this contract. This requirement shall be satisfied by the Contractor obtaining copies of applicable certificates, licenses, notifications, permits, appraisals, and inspection reports; annual chemical, physical and radiological analysis of source water; and results of any other testing of source water and bottled water from each bottled water producer from which bottled water is to be purchased under this contract. The Contractor shall maintain these records throughout the term of this contract. The Contracting/Ordering Officer may request the Contractor to provide copies of this data on any or all bottled water subcontractors, at any time during the term of this contract. When requested, the Contractor shall provide this data within six (6) hours of such request by facsimile, email, or other means, unless the Contracting/Ordering Officer authorizes a different time period.

C.2.6 Management and Operations: The Contractor is responsible for providing all management and operations sufficient to meet the requirements specified in Delivery Orders, including, but not limited to, obtaining water, bottles, caps, labels, packaging, loading, transportation to delivery sites, unloading, quality control, strategic planning, partnering and reporting on all matters related to the contract.

C.2.6.1 Operations Manager: In addition to the overall responsibility for management and operations, not later than four (4) hours after issuance of a Delivery Order for delivery of Bottled Water or any of the other requirements of this contract, the Contractor shall, by facsimile, email and regular mail, provide to the Contracting/Ordering Officer the name, job/position title, and contact information (email addresses and telephone, pager and facsimile numbers) of an Operations Manager knowledgeable in all facets of the Contractor's operation relative to the requirements of this contract. The Operations Manager would serve as liaison between the Contracting/Ordering Officer and the Contractor's senior management on issues related to performance and administration of Delivery Orders. The Operations Manager shall have authority to act on behalf of the Contractor's senior management, to make any and all decisions required during performance of Delivery Orders, and shall have the authority to sign all contractual documents related to Delivery Orders. The Operations Manager shall be on call twenty-four (24) hours per day, seven (7) days per week and shall be able to immediately contact the Contractor's senior management, via electronic means (e-mail capabilities, cell phone and fax machine). Computer software utilized by the Operations Manager shall comply with the requirements of paragraph C.2.3. The Operations Manager must be capable of responding to all Contracting/Ordering Officer requests within thirty (30) minutes of notification.

C.2.6.2 Senior Managers: In addition to the overall responsibility for management and operations, not later than four (4) hours after issuance of a Delivery Order for delivery of Bottled Water or any of the

other requirements of this contract, the Contractor shall, by facsimile, email and regular mail, provide to the Contracting/Ordering Officer the name, job/position title, and contact information (email addresses and telephone, pager and facsimile numbers) of two (2) Senior Managers knowledgeable in all facets of the Contractor's operation relative to the requirements of this contract. The Senior Manager(s) would serve as liaison between the Contracting/Ordering Officer and the Contractor's Operations Manager on issues related to performance and administration of Delivery Orders. The Senior Manager(s) shall have authority to act on behalf of the Contractor's Operations Manager to make any and all decisions required during performance of Delivery Orders. Upon issuance of a Delivery Order, the Contracting/Ordering Officer may require a Senior Manager's presence at the National Water Team's District Office, currently either New England District in Concord, Massachusetts or Kansas City District in Kansas City, Missouri. The Senior Manager must be capable of arriving at the appropriate District Office within twenty-four (24) hours of the Contracting/Ordering Officer's request. The Senior Manager will be required until all deliveries of bottled water ordered under this contract for a specific disaster response are delivered or until the Contracting/Ordering Officer determines there is no longer a need for the Senior Manager presence at the National Water Team's District Office. Depending on the size and complexity of the response mission, the Contracting Officer may determine that it is also necessary to have a Senior Manager physically located at the National Response Coordination Center (NRCC) in Washington, DC. The Senior Manager must be capable of arriving at the NRCC within twenty-four (24) hours of the Contracting/Ordering Officer's request. The Senior Manager at the NRCC would provide the services described above as well as be available to attend meetings, participate in briefings, conferences, etc., relative to specific disaster responses, to deal with performance issues on Delivery Orders issued, to negotiate changes to Delivery Orders, or other activities as deemed necessary during the performance of Delivery Orders. The Senior Manager must be capable of responding to all inquiries from the NRCC within thirty (30) minutes of notification on a 24 hour per day, 7 days per week basis. The Contractor shall establish its own office and provide all related communication and office equipment required to support the activities of the on-site Senior Manager(s). The Contractor will be reimbursed for round trip travel and per diem costs for each day these services are required as described in paragraph **C.3.2.4** below. The cost for the Senior Manager(s) labor will be included in the unit price for each CLIN in Section B – Supplies or Services and Prices for Bottled Water Delivered (CONUS) or Bottled Water Delivered and Unloaded (OCONUS).

C.2.6.3 Logistical Field Managers: Within four (4) hours after issuance of a Delivery Order for delivery of Bottled Water or any of the other requirements of this contract, the Contractor shall, by facsimile, email and regular mail, provide to the Contracting/Ordering Officer the name, job/position title, and contact information (email addresses and telephone, pager and facsimile numbers) of the Logistical Field Managers knowledgeable in all facets of the Contractor's operation relative to the requirements of this contract for each initial delivery site. The Logistical Field Manager(s) is responsible for providing quality control and quality assurance that the Contractor's products or services provided to the initial delivery site meet the contract requirements. The Logistical Field Manager will coordinate with the Corps Commodities Site Manager at the initial delivery sites(s). The Logistical Field Manager would provide input to and serve as liaison between the Contracting/Ordering Officer and the Contractor's Operations Manager on issues related to performance and administration of Delivery Orders. The Logistical Field Manager(s) shall have authority to act on behalf of the Contractor's Operations Manager, to make any and all decisions required to insure products or services meet the contract requirements during performance of Delivery Orders.

C.2.7 Performance Reporting: Reporting on the status of the Contractor's performance is of extreme importance during disaster response and recovery. To ensure the Government has the ability to track production and transportation of water and report on performance in a timely manner, the Contractor shall report on the status of performance under Delivery Orders in accordance with the following paragraphs.

C.2.7.1 Internet-Based Tracking and Reporting System: The Contractor shall establish and maintain a password protected, Internet-based tracking and reporting system accessible to authorized government personnel. Once established, the password shall not be changed without written permission from the Contracting Officer. Within four (4) hours from the time of issuance of a Delivery Order, the Contractor will populate the system with the date and time of scheduled deliveries. This information is necessary for the Government to coordinate deliveries and track Contractor progress. The system will also identify all subcontractors involved in bottled water production and transportation, identify all subcontracting in the disaster area, identify scheduled delivery times so as to provide information necessary for performing coordination of shipments with the U.S. Army Corps of Engineers as described in paragraph C.2.4 above, to ensure availability of U.S. Army Corps of Engineers personnel to receive deliveries, and assure testing data and other information that is required for each producer/manufacturer providing bottled water under this contract is available and provided, if requested. This system shall be maintained continuously during the performance of Delivery Orders to reflect real time information. This system will include the following information:

- a. Contract number;
- b. Delivery Order number;
 - 1. Date of issue;
 - 2. Quantity or service ordered;
 - 3. Required delivery or performance dates;
- c. Names and addresses of water suppliers;
 - 1. Quantity of water to be provided from each supplier;
- d. Names and addresses of transportation companies;
- e. Carrier names and Identification Number for each truck, airplane and ship that will transport water from suppliers to specified delivery sites, airports and seaports;
- f. Quantity of water being transported by each truck, airplane and ship;
- g. Scheduled delivery location including points of embarkation when transporting water by air or sea;
- h. Estimated and actual dates and times of all deliveries, total quantity of water delivered, and any other information required by the Government;
- i. Bill of lading and/or manifest numbers;
- j. Identification of points of embarkation when shipping further by air or sea;
- k. The shipping carriers' names and modes of transportation;
- l. Identification number for each airplane or ship;
 - 1.. Dates, time and quantities to be shipped for each airplane or ship,
- m. Intermediate and final bottled water delivery sites;
- n. Estimated and actual dates and times of all deliveries, total quantity of bottled water delivered;
- o. Current location of each truck (not more than 4 hours old), and any other information required by the U.S. Army Corps of Engineers.

Within fifteen (15) calendar days from the date of contract award the Contractor shall submit, for the review and approval of the Contracting Officer, a description of the Internet-based system including a schedule for development, testing and full implementation. The system shall be fully implemented within sixty (60) calendar days from the date of contract award. Implementation will include a requirement for the Contractor to provide to the Contracting Officer an electronic version of an instruction manual detailing how to access and use the system. Meetings will be held, as are deemed necessary, to discuss issues relative to the content and operation of this system. The Government will also conduct a table top operational capabilities exercise with the Contractor to test the Internet-based system where the Government will provide information identified in a through o. to determine the ability of the Contractor and the system to effectively track and report on commodity location and status within the timeline specified in the contract.

C.2.7.2 Interim Manual Reporting Procedures: Should a Delivery Order for Bottled Water be issued under this contract prior to the implementation of the Internet-based reporting and tracking system described above, the Contractor will be required to provide the information to be included in the Internet-based system in writing via email to the Contracting Officer every four (4) hours until all deliveries are completed. While utilizing manual reporting procedures, the information to be reported and the schedule for reporting may be revised by the Contracting/Ordering Officer, as appropriate. If, after implementation of the Internet-based reporting and tracking system, there is a system failure during the performance of a Delivery Order, the Contractor is required to immediately convert to a manual reporting system with reports submitted every four (4) hours to the Contracting Officer until the Internet-based system is again operable or until all deliveries are completed, unless a different timeframe is provided by the Contracting/Ordering Officer. When the automated system is again operable, the Contractor shall enter into the system any data reported manually while the automatic system was inoperable.

C.2.8 Use of Local Firms and Individuals: In order to meet the intent of the Stafford Act, the Contractor, in performance of Delivery Orders issued under this contract, shall give preference, to the extent feasible and practicable, in meeting its subcontracting and hiring requirements with those organizations, firms, and individuals residing or doing business primarily in the area affected by the disaster. The Contractor will be required to submit daily reports to the Contracting Officer on subcontracting and hiring in the disaster area until or unless the Contracting/Ordering Officer specifies a different reporting period.

C.2.9 Safety and Health Program: The Contractor is required to develop, implement and maintain a Safety and Health Program covering all activities under this contract that complies with Occupational Safety and Health Administration (OSHA) standards and the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in print on the date of issuance of the solicitation for this contract. The Contractor shall, within sixty (60) calendar days from award of the contract, submit to the Contracting Officer the Accident Prevention Plan as required by EM 385-1-1, Appendix A, that covers all activities to be performed under this contract.

C.2.10 Contract Submittals: Upon award of this contract, the Contractor shall submit the information required under paragraphs C.2.2, C.2.5, C.2.7.1 and C.2.9 to the Contracting Officer within the specified timeframes.

<u>Paragraph</u>	<u>Description</u>	<u>Due From Contract Award</u>
C.2.2	Senior Manager & Alternate/Organization Chart	Within 4 hours
C.2.5	Quality Control Plan	Within 5 calendar days
C.2.7.1	Reporting/Tracking System	
	a. System Description	Within 15 calendar days
	b. Electronic Instruction Manual	Within 60 calendar days
C.2.9	Accident Prevention Plan	Within 60 calendar days

Mailing Address: U. S. Army Corps of Engineers, New England District
ATTN: CENAE-CT, Sheila Winston-Vincuilla
696 Virginia Road
Concord, MA 01742-2751

Email Address: Sheila.M.Winston@usace.army.mil
Facsimile (Fax) Number: (978) 318-8207

The Contractor will be advised, in writing, of any change in the Contracting Officer or the information provided above.

C.2.11 Delivery Order Submittals: Upon issuance of Delivery Orders, the Contractor shall submit the information required under paragraphs **C.2.6.1**, **C.2.6.2**, **C.2.7.1**, **C.2.7.2**, and **C.2.8**, within the specified timeframes.

<u>Paragraph</u>	<u>Description</u>	<u>Due From Delivery Order Issue</u>
C.2.6.1	Operations Manager	Within 4 hours
C.2.6.2	Two (2) Senior Managers	Within 4 hours
C.2.7.1	Internet-based Tracking System	Within 4 hours
C.2.7.2	Manual Performance and Tracking Reports	<p>If an event occurs within 60 days contract award, every 4 hours via email until Internet-based reporting system is operable or until all deliveries are completed</p> <p>If after 60 days in the event of a system failure, every 4 hours via email as well as a corrective action plan that will be completed within 24 hours that will restore system with all data up to date.</p>
C.2.8	Report of Local Subcontracting	Within 4 hours

Delivery Orders will provide the name, mailing address, email address, and facsimile (fax) number for the appropriate Contracting/Ordering Officer. The Contracting/Ordering Officer at the ordering District will send a copy of all Delivery Orders to the Contracting Officer at New England District.

C.2.12 Timely Delivery and Start of Service: Upon issuance of a Delivery Order the Contractor must identify the date and time of scheduled deliveries. All times will be expressed in local time at the delivery site. Unless stated in the Delivery Order, the time of issuance of the Delivery Order shall be considered to be 11:59 p.m. on the date of issue. Scheduled deliveries must be of sufficient quantity and within the timeframes necessary to meet the requirements of substantial performance as described in paragraph **C.3.3.12**. The Contractor should be aware that not all delivery sites operate twenty-four (24) hours per day and must schedule deliveries accordingly. The time of delivery will be determined from the actual Time-In and Date-In recorded on "Water Delivery Information," "Dry Storage Information," and "Drayage Information" forms. Deliveries and starts of service will be considered timely if made at the specified delivery site within 2 hours before or after the time scheduled for delivery by the Contractor in accordance with the requirements of the Delivery Order.

C.2.12.1 Early Deliveries: The Government is not required to have an on-site representative at the initial delivery site(s) more than two hours prior to the first scheduled delivery. The Government, at its discretion, may or may not allow early delivery before the specified time period for timely delivery, or may direct that deliveries be made only within the time allowed.

C.2.12.2 Late Deliveries: The Government is not required to have an on-site representative at a delivery site(s) more than two hours after the final scheduled delivery. In the event of delivery after the time period specified for timely delivery, the Government, at its sole discretion, may or may not accept such a delivery.

C.3 PERFORMANCE REQUIREMENTS

The paragraphs in Section C.3 provide information on the content of Delivery Orders and describe the performance requirements of this contract for which there are Contract Line Item Numbers (CLINs) included in Section B – Supplies or Services and Prices, and for which payment will be made to the Contractor.

C.3.1 Issuance of Delivery Orders: Work under this contract will be ordered by issuance of oral and written Delivery Orders to the Contractor by the Contracting/Ordering Officer. When oral orders are issued, the Contracting/Ordering Officer shall issue a written Delivery Order confirming the oral order within twenty-four (24) hours. Written Delivery Orders will be provided to the Contractor by electronic mail or facsimile and by regular mail. The Contractor shall perform all work ordered within the time specified in such Delivery Orders, in compliance with all terms and conditions of this contract. All Delivery Orders will identify:

Specific Contract Line Item Numbers (CLINs) that are being ordered, to include quantities and pricing as reflected in Section B of this contract or as negotiated and agreed to prior to issuance of the Delivery Order;

Date and time of the issuance of the order in the local time at the delivery or performance site;

Address of Site(s) for delivery or performance of services, including description of site(s);

Date(s) and time(s) for delivery or performance of services; Description of equipment and or personnel provided by the Government for unloading at the delivery site(s), if applicable; Name(s) and telephone number(s) of the Government's point(s) of contact; Name and telephone numbers of the Contracting Officer's Representative (COR), if applicable; Name, mailing and email addresses, facsimile (fax) number, and telephone number of the Contracting/Ordering Officer for use by the Contractor in submitting the information required in paragraphs C.2.6.1, C.2.6.2, C.2.7.2 and C.2.8; and name and address to which invoices shall be submitted.

In addition to the above, Delivery Orders will include specific additional information as stated in the following paragraphs and any other information determined by the Contracting/Ordering Officer to be necessary.

C.3.2 PARTNERING AND STRATEGIC PLANNING SERVICES

C.3.2.1 Delivery Orders for Partnering and Strategic Planning Services: The Government may request that during non-emergency period that the Contractors attend meetings with the Government or others. Delivery Orders for Partnering Activities and Strategic Planning Services will identify:

Date and time the work is required to begin and anticipated duration; Number and identity (if determined necessary) of individuals performing for the Contractor; and An estimated amount for travel and per diem costs.

C.3.2.2 Partnering Activities and Meetings: The Government will be utilizing a partnered approach in administering this contract. To that extent, the Government will be seeking feedback and lessons learned from the Contractor on specific disaster responses that can be considered for making changes to the contract and/or changes in activities by the Government in structuring and administering Delivery Orders that would facilitate improvements in time required for or cost of performance under this contract. Provision of feedback and submission of written lessons learned are considered an overhead cost for which no separate payment will be made. In addition to requests for feedback and submission of lessons learned, the Government may require the Contractor to (1) participate in meetings with USACE at various locations to discuss specific issues related to the water mission; these meetings could also include the

Federal Emergency Management Agency (FEMA) and other federal, state or local agencies involved in developing requirements and/or performing the water mission under the NRP; (2) participate in development of and conduct of training courses/exercises for the Water Planning and Response Teams (PRTs); (3) participate in disaster response exercises or performance review meetings during and after a disaster response with any USACE Division or District, USACE Headquarters, etc.; (4) develop presentations, handouts, training materials, etc. either as a part of the Contractor's participation/attendance at these meetings or to provide to the Government for their use; or (5) perform other activities not specifically identified herein. Prior to issuance of a Delivery Order for these services, the Government will negotiate with the Contractor the estimated number of days required for performance, the location where these services will be performed, the number and identity of the Contractor representative(s) that will provide these services, the start and ending times and dates of meetings to be attended, the start and ending dates of the services, and any other issues that may apply to each requirement. If the Contractor is required to travel to perform these services, an amount will be agreed upon for estimated round trip travel and per diem costs, as described in paragraph C.3.2.4, for each day these services are not being performed in the Contractor's office.

C.3.2.3 Strategic Planning Services: The Government's response to disasters may require additional coordination with the Contractor during non-emergency periods relative to overall contract performance and strategic planning for disaster response and recovery activities related to bottled and bulk water, to include providing support to USACE members responsible for providing Technical Assistance to state and local governments or other federal agencies relative to Water issues. In performance of these services, the Contractor shall provide a Senior Manager in the Contractor's organization, experienced with the work covered by this contract. This Senior Manager shall have full access to the Contractor's communication and information management resources required to perform this contract. The Government may require the Contractor to provide these services by either participation in telephone conference calls from their office or face-to-face meetings with USACE at various locations, or a combination of both and may require that these services be performed simultaneously at various locations. Prior to issuance of a Delivery Order for these services, the Government will negotiate with the Contractor the estimated number of days required for performance, the location where these services will be performed, the number and identity of the Contractor representative(s) that will provide these services, the hours during each day that the Contractor representative is to be available to provide these services, and any other issues that may apply to each requirement. If the Contractor is required to travel to perform these services, an amount will be agreed upon for estimated round trip travel and per diem costs, as described in paragraph C.3.2.4, for each day these services are not being performed in the Contractor's office.

C.3.2.4 Travel and Per Diem for Partnering and Strategic Planning Services: If Contractor personnel are required to travel to perform activities described in paragraphs C.3.2.2 and C.3.2.3, an amount will be included in the Delivery Order to cover estimated travel costs. Travel costs are limited to coach airfare and round trip transportation costs (taxi, shuttle, etc.) between airports and locations services are to be performed or mileage if travel is by automobile. Mileage to be reimbursed is the round trip mileage between the Contractor's Office and the location identified in Delivery Orders for performance of services described in paragraphs C.3.2.2 and C.3.2.3. Mileage and per diem rates will not exceed that allowed for the performance location by the Department of Defense Joint Travel Regulations (JTR) in effect at the time the travel or services are performed. Rental cars are not authorized during performance of travel and will not be reimbursed unless specifically approved and authorized by the Contracting/Ordering Officer in the Delivery Order.

C.3.2.5 Payment for Partnering and Strategic Planning Services: Payment for these services will be based on the negotiated amount at the time the service is ordered. Associated travel and per diem costs will be paid based on actual travel expenses and allowable mileage and per diem rates, as described in paragraph C.3.2.4. The Contractor is required to submit documentation to support travel and per diem

costs (receipts for airline tickets, hotel rooms, taxi/shuttle fares, and rental car, if authorized) with their invoices in order to receive payment for such costs.

C.3.3 BOTTLED WATER

C.3.3.1 Contractor Responsibility: The Contractor is responsible for all activities required to provide bottled water, including all transportation, to delivery sites specified in orders placed by the Government. Costs of such activities shall be included in the unit price for each CLIN in Section B – Supplies or Services and Prices for Bottled Water Delivered (CONUS) or Bottled Water Delivered and Unloaded (OCONUS).

C.3.3.2 Product Standards: All water shall be produced, packaged, labeled, transported, stored and handled in accordance with Title 21, Code of Federal Regulations, Parts 101, 110, 129 and 165 and all other applicable Federal, state, and local laws and regulations. Any deviation must be authorized in writing by the Contracting/Ordering Officer.

C.3.3.3 Primary Container: The water shall be packaged in single-service polyethylene terephthalate (PET) bottles with flat caps. Bottles may be any size from 12 ounces to 1.5 liters (24-ounces preferred), at the Contractor's discretion. The Contractor shall make every effort to standardize to 24-ounce bottles as soon as possible without jeopardizing timely deliveries of quantities of bottled water ordered.

C.3.3.4 Packaging of Shipping Cases: Bottled water shall be packed in cases with a cardboard bottom, which shall be individually shrink-wrapped and shall be shipped on industry standard size pallets (48 inches by 40 inches). Pallets of bottled water will be fully covered on all four sides with a minimum of a double layer of stretch-wrap. The stretch wrap shall be placed so that it overlaps the top on all four corners a minimum of four inches. Pallets shall be hardwood and designed for pickup from all four sides. Due to the many unknown circumstances which can arise during disaster response and recovery, it is possible that the water may be moved several times, may be double-stacked for storage, and may be stored outside, with no protection, in all types of weather as well as stored in warehouses. The Contractor shall ensure that the bottled water containers are packaged to withstand such handling as well as severe climatic conditions.

C.3.3.5 Pallet Packing Slip: Each pallet of bottled water shall have labels attached clearly stating the information listed in items 1 through 7 of Table 1, Pallet Packing Slip Information. Information listed in item 8 is required when the Government orders water produced to local standards for OCONUS locations. Water produced to Environmental Protection Agency (EPA) local standards may only be distributed for consumption within that island location, other islands within that island chain, or other island chains with identical EPA local standards. In order to assure that each pallet of water produced to EPA local standards for OCONUS locations is readily identifiable; the lettering for item 8 shall be a minimum of 2" in height and shall be in all capital letters. Labels shall be placed under the interior of the outer-most layer of stretch-wrap. Labels are required on at least two sides of all pallets of bottled water.

Table 1. Pallet Packing Slip Information

1	U.S. Army Corps of Engineers Contract Number
2	Delivery Order Number
3	Contractor's Name
4	Name, Address and Telephone Number of Bottled Water Manufacturer
5	Name, Address and Telephone Number of Bottled Water Plant
6	Total Quantity on Pallet, in Liters
7	Manufacturer's Lot Container Code(s), if any
8	MANUFACTURED TO EPA LOCAL STANDARDS FOR (Identify Island Location)

C.3.3.6 Product Certification Documentation: In addition to the product certification requirements in paragraph C.2.5.1, upon issuance of a Delivery Order for bottled water, the Contractor shall obtain weekly bacteriological analysis of source water and product samples, the date of production and the date of expiration of the bottled water supplied under this contract. The Contractor shall maintain these records until completion and acceptance by the Government of all bottled water deliveries. The Contracting/Ordering Officer may request the Contractor to provide copies of this data, at any time during the performance of the Delivery Order, from any or all of the subcontractors providing bottled water under this contract. When requested, the Contractor shall provide this data within six (6) hours of such request by facsimile, email, or other means, unless the Contracting/Ordering Officer authorizes a different time period.

C.3.3.7 Transportation: The Contractor shall comply with all applicable federal, state, and local laws and regulations in the transportation of bottled water. At no time will the Contractor exceed applicable legal weight limits in transporting bottled water. During transportation, if the cases of water are not in contact with the trailer sides, the Contractor is to provide dunnage, or bracing on the sides, front and back so that the pallets of bottled water are supported on all four sides and cannot shift during transportation. Loads that have shifted and cannot be readily offloaded by forklift may be rejected in their entirety at the discretion of the Government. For each delivery, the Contractor shall provide a Delivery Information Sheet, bill of lading or manifest, which includes at least the information shown in Table 2, Delivery Information Sheet.

Table 2. Delivery Information Sheet

1	U.S. Army Corps of Engineers Contract Number
2	Delivery Order Number
3	Contractor's Name
4	Itemized list of supplies and quantities
5	Name of shipment origination facility (i.e., bottling plant, warehouse, etc.)
6	Name of the transportation carrier
7	Total quantity of liters per truck per delivery

C.3.3.8 Delivery Orders for Bottled Water Delivered (CONUS): The Government will order bottled water in multiples of standard industry truckloads, approximately 18,000 liters per truck. The Contractor shall deliver bottled water in the quantities specified, to the delivery sites specified, and at the times specified in Delivery Orders for timely delivery. The Contractor shall not ship more than 18,000 liters per truckload without prior written authorization of the Contracting Officer. At no time will the

Contractor exceed applicable legal weight limits in transporting bottled water. Payment for bottled water will be at the CLIN price for the actual number of liters delivered up to a maximum of 18,000 liters per truckload unless the Contracting Officer has authorized exceeding the 18,000 liters per truckload limit in writing.

C.3.3.9 Delivery Orders for Bottled Water Delivered and Unloaded (OCONUS): The minimum quantity ordered for any day to a delivery site will be 36,000 liters. The cost of providing bottled water to OCONUS locations could vary greatly depending on the water source and method of transportation. For this reason, bottled water for OCONUS locations is being priced as follows:

Locally procured bottled water and ground transportation;
Bottled water procured outside the specific OCONUS location and air transportation; and
Bottled water procured outside the specific OCONUS location and ocean transportation.

The Government recognizes that there may be limited sources and quantities of locally produced bottled water at some OCONUS locations and that these sources may be unavailable following a major disaster. The current quantity of locally produced bottled water available and the daily amount that can be produced and provided will be confirmed by the Contractor and provided to the Government in writing before issuance of a Delivery Order for locally procured bottled water and ground transportation. For ground deliveries, the Contractor shall deliver and unload bottled water at the specified delivery site(s) within the confirmed time period specified for timely delivery. For air deliveries, the Government recognizes that there may be limited military or commercial runways and flight time available following a major disaster. The availability of aircraft and flight schedules will be confirmed by the Contractor and provided to the Government in writing before issuance of a Delivery Order for bottled water procured outside the specific OCONUS location and air transportation. The Contractor shall deliver and unload bottled water at the specified military or commercial airport within the confirmed time period specified for timely delivery. The Government also recognizes that additional lead-time is required for sea transportation. Shipping schedules and lead-time will be confirmed by the Contractor and provided to the Government in writing before issuance of a Delivery Order for bottled water procured outside the specific OCONUS location and ocean transportation. For sea deliveries, the Contractor shall deliver and unload bottled water at the specified military or commercial seaport within the confirmed time period for timely delivery.

C.3.3.10 Documentation of Bottled Water Deliveries: The Contractor shall assure that every water delivery is properly presented to the Government or a Government appointed representative and that Government acknowledgement of every delivery is obtained. The Contractor shall be responsible for assuring that every delivery has all required documentation. Delivery shall be considered made when the Contractor has obtained acknowledgement of the date and time of the arrival at the delivery site by the on-site Government or a Government appointed representative. Upon arrival at the delivery site, the Contractor shall document delivery by having its personnel:

1. Register water deliveries in the format shown in Appendix A, "Water Delivery Information", with the Government's on-site representative;
2. Provide the bill of lading or manifest containing the information shown in Table 2 of paragraph **C.3.3.7** to the Government's on-site representative; and
3. Obtain a copy of the completed "Water Delivery Information" form from the Government's on-site representative.
4. Enter actual delivery information into the Internet-based tracking system.

C.3.3.11 FDA Hold Notification: If the Contractor or its subcontractors receive notification from the United States Food and Drug Administration (FDA) that a shipment of bottled water has not been released for distribution, the Contracting/Ordering Officer shall be notified immediately. The

Government will not be liable for any expenses or losses incurred by the Contractor due to such notifications. Before the Government will accept such a shipment of bottled water, it will be the responsibility of the Contractor to provide and forward a copy of the release notification from the FDA to the Ordering Officer.

C.3.3.12 Required Delivery Quantities: The Government recognizes that upon receipt of Delivery Orders the Contractor will need time to fully mobilize significant water production and transportation assets to establish a steady flow of bottled water into disaster locations. The following delivery requirements recognize that need and reflect substantial performance parameters for delivery of bottled water. Unless different delivery schedules are specified in a Delivery Order, failure to meet the following requirements, except any shipment delays caused by changes directed by the U.S. Army Corps of Engineers as discussed in paragraph C.2.4 or may be determined excusable under Contract Clause 52.249-8, could result in termination of Delivery Orders for default and could further result in a decision not to exercise options described in paragraph C.1.5. For the purpose of determining substantial performance, the time of issuance of the Delivery Order shall be considered to be 11:59 p.m., on the date of issue.

C.3.3.12.1 Orders for Daily Quantities of 720,000 Liters or Less: For CONUS orders of 720,000 liters (40 truckloads) or less, of bottled water per day, delivery of the full ordered quantity within 24 hours from issuance is required for substantial performance of the contract.

C.3.3.12.2 Orders for Daily Quantities of More Than 720,000 Liters: For CONUS orders in excess of 720,000 liters (40 truckloads) of bottled water per day, delivery amounts required for substantial performance of the contract are shown below.

1. Within 24 hours from issuance of Delivery Order, 720,000 liters (40 truckloads).
2. Between 24 hours and 48 hours from issuance of Delivery Order, 1,800,000 liters (100 truckloads) or, if less, the remaining quantity scheduled for delivery.
3. After 48 hours from issuance of Delivery Order, 3,600,000 liters (200 truckloads) daily or, if less, the remaining quantity scheduled for delivery.
4. For subsequent orders placed at least 48 hours prior to the first scheduled delivery, substantial performance will be 3,600,000 liters (200 truckloads) daily until the order is fulfilled.

C.3.3.12.3 For OCONUS orders to Juneau, Fairbanks and Anchorage, Alaska; Puerto Rico; the US Virgin Islands; the Islands of Oahu, Hawaii, Maui, and Kauai, in the State of Hawaii; Guam; Northern Mariana Islands, Island of Saipan; American Samoa, Pago Pago, Island of Tutuila; Federated States of Micronesia, Island of Pohnpei; and Republic of the Marshall Islands, Island of Majuro: In accordance with paragraph C.3.3.9, the quantity and or schedule of OCONUS bottled water deliveries will be confirmed by the Contractor and provided to the Government in writing before issuance of a Delivery Order. The Contractor must deliver a minimum of 75 percent of the daily quantity ordered to meet the requirements of substantial performance of the contract.

C.3.3.13 Payment for Bottled Water: The Government will order bottled water in multiples of standard industry truckloads, approximately 18,000 liters per truck. The Contractor shall be paid for each liter of bottled water delivered (CONUS) or delivered and unloaded (OCONUS) in accordance with the pricing for the ordered CLIN in Schedule B that is in effect at the time of issuance of each Delivery Order. Invoices submitted for payment shall include copies of all fully executed "Water Delivery Information" forms, including bills of lading and/or manifests that support the quantity for which payment is being requested. The Contractor shall not ship more than 18,000 liters per truck without prior written

authorization of the Contracting Officer. At no time will the Contractor exceed applicable legal weight limits in transporting bottled water. Payment for bottled water will be at the CLIN price for the actual number of liters delivered up to a maximum of 18,000 liters per truckload unless the Contracting Officer has authorized exceeding the 18,000 liters per truck limit in writing.

C.3.4 UNLOADING

C.3.4.1 Contractor Unloading: The Contractor shall comply with all applicable federal, state, and local laws and regulations in the unloading of bottled water.

C.3.4.2 Unloading CONUS: When specified in a Delivery Order, the Contractor shall provide all labor, equipment, and materials required to promptly unload bottled water at delivery sites within the Continental United States.

C.3.4.3 Unloading at Additional Sites OCONUS: The Contractor shall deliver and unload bottled water delivered at airports, seaports and original delivery sites under the CLINs for bottled water delivered and unloaded OCONUS. The Government may require the Contractor to move and unload bottled water at additional OCONUS sites. When specified in a Delivery Order, the Contractor shall provide all labor, equipment, and materials required to unload bottled water at the alternate delivery site(s).

C.3.4.4 Payment for Unloading: The Contractor shall be paid for each liter of bottled water unloaded in accordance with the pricing for the ordered CLIN in Section B that is in effect at the time of issuance of each Delivery Order. Invoices submitted for payment shall include copies of all fully executed "Water Delivery Information" forms, including bills of lading and/or manifests that support the quantity of bottled water unloaded for which payment is being requested.

C.3.5 ADDITIONAL GROUND MILEAGE

C.3.5.1 Documentation of Additional Ground Mileage: It is anticipated that deliveries may be required to locations in addition to the delivery sites specified in Delivery Orders for deliveries within CONUS, and in addition to the airport and seaport delivery sites specified OCONUS. Additional delivery sites OCONUS will be identified in Delivery Orders for initial deliveries to airport and seaport delivery sites, if known at the time of issuance. Additional ground mileage for deliveries to any additional delivery sites will be paid for only on the basis of the mileage traveled between the original delivery site and the additional delivery site(s). The price per mile shall be paid for each truckload of approximately 18,000 liters of bottled water or the equivalent, if delivery is by other than a standard truckload. No per diem or other costs will be paid separately for additional ground mileage. Time spent by the Contractor performing Additional Ground Mileage is not included in Standby Time.

C.3.5.2 Payment for Additional Ground Mileage: The Contractor shall be paid for each additional mile of ground mileage in accordance with the pricing for the ordered CLIN in Section B that is in effect at the time of issuance of each Delivery Order. Invoices submitted for payment shall include copies of all fully executed "Water Delivery Information" forms that support the mileage for which payment is being requested.

C.3.6 STANDBY TIME

C.3.6.1 Documentation of Standby Time: If the Contractor stands by at the direction of the Ordering Officer for more than a total of four hours, at the original or subsequent delivery site(s), when making delivery by truckload of approximately 18,000 liters of bottled water, then the Contractor shall be entitled to a maximum of ten hours per calendar day of standby time after the first four hours. No other payment

will be made for standby time. The Contractor shall document its entitlement to standby time by having its delivery personnel register arrival and departure times with the Government's on-site representative. These records will be used to determine the amount of standby time. The amount, if any, to be paid will be determined by rounding the elapsed time to the nearest hour. Standby Time will not be paid for any delays caused by the Contractor. Delays in unloading caused by the Contractor or the time it takes for unloading by the Contractor are not included in Standby Time.

C.3.6.2 Payment for Standby Time: The Contractor shall be paid for each hour of standby time in excess of four hours in accordance with the pricing for the ordered CLIN in Section B that is in effect at the time of issuance of each Delivery Order. Invoices submitted for payment shall include copies of all fully executed "Water Delivery Information" forms that support the number of hours of standby time for which payment is being requested. The number of hours will be determined by totaling the quantity recorded on all supporting "Water Delivery Information" forms. Standby time will be the sum of the date and time out minus the date and time in at each delivery site(s) up to a maximum of 10 hours a day until the date and time released from the final delivery/distribution site where the truck was unloaded, as recorded on the "Water Delivery Information" form, minus 4 hours.

C.3.7 LOADING

C.3.7.1 Documentation for Loading of Government-Furnished Bottled Water: When specified in a Delivery Order, the Contractor shall provide all labor, equipment and materials required to load Government-furnished bottled water at the designated loading site(s). The Contractor shall comply with applicable federal, state, and local laws and regulations in the loading of Government-furnished bottled water. Loading of Government-furnished bottled water shall be documented on the "Water Delivery Information" form.

C.3.7.2 Payment for Loading of Government-Furnished Bottled Water: The Contractor shall be paid for each liter of Government-furnished bottled water loaded in accordance with the pricing for the ordered CLIN in Schedule B that is in effect at the time of issuance of each Delivery Order. Invoices submitted for payment shall include copies of all fully executed "Water Delivery Information" forms that support the quantity for which payment is being requested.

C.3.8 GROUND TRANSPORTATION OF GOVERNMENT FURNISHED BOTTLED WATER

C.3.8.1 Documentation for Ground Transportation of Government-Furnished Bottled Water: When specified in a Delivery Order, the Contractor shall provide transportation of Government-furnished bottled water to and from designated sites. Transportation of Government-furnished bottled water will be paid for separately and shall be documented on the "Water Delivery Information" form.

C.3.8.2 Payment for Ground Transportation of Government-Furnished Bottled Water: The Contractor shall provide trucks capable of transporting 18,000 liters per truck. The Contractor shall insure that the transportation assets are ordered and dispatched within 6 hours of receipt of a Delivery Order. The Contractor shall be paid for each mile of transportation of Government-furnished bottled water, for each truckload of approximately 18,000 liters of bottled water or the equivalent, if delivery is by other than a standard truckload, in accordance with the pricing for the ordered CLIN in Schedule B that is in effect at the time of issuance of each Delivery Order. Invoices submitted for payment shall include copies of all fully executed "Water Delivery Information" forms that support the mileage for which payment is being requested.

C.3.9 DRY STORAGE TRAILERS

C.3.9.1 Standards for Dry Storage Trailers: When specified in a Delivery Order, the Contractor shall provide dry storage trailers for storage of bottled water at sites designated by the Delivery Order. The dry storage trailers shall hold approximately 18,000 liters per trailer. This requirement will be ordered as a daily rate, with a minimum of five (5) days per order. The Contracting/Ordering Officer will notify the Contractor at least 24-hours in advance of required pick-up date(s) and time(s). Any dry storage trailer provided by the Contractor shall also include a GPS tracking device.

C.3.9.2 Documentation of Dry Storage Trailers: The Contractor shall assure that documentation of delivery and pick-up of each dry storage trailer is properly presented to the Government and that Government acknowledgement is obtained. The Contractor shall be responsible for assuring that every delivery and pick-up of dry storage trailers has all required documentation. Delivery and pick-up shall be considered made when the Contractor has obtained acknowledgement of the date and time of the arrival or departure at the delivery site by the on-site Government representative. Upon arrival at the delivery and pick-up sites, the Contractor shall document delivery and pick-up by having its personnel:

1. Register delivery and pick-up of dry storage trailers on "Dry Storage Information" forms, as shown in Appendix B, with the Government's on-site representative; and
2. Obtain a copy of the completed "Dry Storage Information" form from the Government's on-site representative.

C.3.9.3 Payment for Dry Storage Trailers: The Contractor shall be paid for each day, or portion of a day, of dry storage trailer usage in accordance with the pricing for the ordered CLIN in Schedule B that is in effect at the time of issuance of each Delivery Order. One day will be 24 continuous hours beginning at the date and time of the Start of Service. The number of days/quantity will be determined from the fully executed "Dry Storage Information" forms for the period between the Start of Service (Date In and Time In), and the Required Pick-Up Date and Time, or the End of Service (Date Out and Time Out), whichever occurs first. Invoices submitted for payment shall include copies of all fully executed "Dry Storage Information" forms that support the number of days of dry storage trailer usage for which payment is being requested.

C.3.10 DRAYAGE

C.3.10.1 Standards for Drayage: When specified in a Delivery Order, the Contractor shall provide tractor power units, with fifth wheel, and drivers for 24 hours of service. The tractors and drivers shall move dry storage trailers as directed by the Ordering Officer. Service shall be on a seven (7) day-per-week and twenty-four (24) hour-per-day basis.

C.3.10.2 Documentation of Drayage: The Contractor shall assure that the start of service and end of service for drayage is properly presented to the Government and that Government acknowledgement of every start of service and end of service is obtained. The Contractor shall be responsible for assuring that start of service and end of service has all required documentation. Start of service and end of service shall be considered made when the Contractor has obtained acknowledgement of the date and time of the arrival or departure at the delivery site by the on-site Government representative. Upon arrival and departure at the delivery sites, the Contractor shall document start of service and end of service for drayage by having its personnel:

1. Register start of service and end of service in the format shown in Appendix C, "Drayage Information," with the Government's on-site representative; and
2. Obtain a copy of the completed "Drayage Information" form from the Government's on-site representative.

C.3.10.3 Payment for Drayage: The Contractor shall be paid for each day, or portion of a day, of providing drayage in accordance with the pricing for the ordered CLIN in Schedule B that is in effect at the time of issuance of each Delivery Order. Invoices submitted for payment shall include copies of all fully executed “Drayage Information” forms that support the number of days of providing drayage for which payment is being requested.

C.3.11 CONTRACTOR MANAGED STORAGE

C.3.11.1 Contractor Managed Storage – Region IV: The Contractor will maintain a stock level of approximately 50 truckloads of bottled water in FEMA Region IV. The Contractor shall identify a storage facility(ies) capable of storing the bottled water for a minimum of six (6) months with an option for an additional six (6) months. The storage facilities are to be located and have the loading/unloading capability so that the 50 percent of the stored bottled water can be delivered to any state within the Region within 24 hours of notification for movement. The geographic extent of Region IV, the states in the region and more specific information on the region can be found on the FEMA Web page at the hyperlink: <http://www.fema.gov/about/regions/index.shtm>

The Contractor is responsible for the security of the bottled water and any product loss will be replaced by the Contractor at no cost to the Government. The water must be available for inspection and use by the Government at any time. The stored bottled water shall meet the contract requirements stipulated in paragraphs **C.3.3.2** and **C.3.3.6**. Bottled water is to be stored on pallets and have been packaged in accordance with paragraphs **C.3.3.3**, **C.3.3.4** and **C.3.3.5**.

The Contractor shall secure a storage facility(ies) within 30 days of Delivery Order award. After storage is secured, Contractor shall provide the address and POC of the facility(ies). The delivery of bottled water shall be delivered in accordance with **C.3.3.8**. The Contractor shall provide the Contracting Officer a written schedule of deliveries, within 48 (forty-eight) hours of securing the storage facility.

The Government will provide 12-hour notification to the Contractor of impending need of out loading of bottled water. The Contractor may be requested to load the bottled water onto Government furnished transportation or may be requested to provide transportation of the bottled water. The Contractor shall be ready to start out loading bottled water within thirty (30) minutes of the arrival of the government or Contractor furnished transportation assets. See Section **C.3.8** for Contractor furnished transportation.

If bottled water is moved from storage, the Government may at its discretion have surplus water placed back into storage for the remainder of the six (6) month period.

If at the end of the Delivery Order period (including exercise of all options), bottled water remains in the storage facility, the Contractor shall buy-back the remaining inventory and apply a credit to the Government within 45 days. The Contractor’s credit price to the Government shall be based per liter.

C.3.11.2 Additional Six Months of Storage – Region IV: The Government reserves the right to exercise an additional six months of storage if necessary. If the Government exercises this option, the Government will provide a written thirty (30) day advance notice to the Contractor. Within ninety (90) days of the issuance of this Delivery Order, the Contractor is required rotate the bottled water currently in storage so that no bottle water is more than nine (9) months old.

C.3.11.3 Payment for Contractor Managed Storage – Region IV: The Contractor shall be paid a lump sum amount to include the cost of 50 truckloads of bottled water (liters), transportation to the storage facility, unloading and placement of bottled water into the facility and six months of storage. Any

out loading of the bottled water from storage, transportation to a delivery site or unloading will be paid at the applicable CLIN price for those items in the contract.

C.3.11.4 Contractor Managed Storage – Region VI: The Contractor will maintain a stock level of approximately 50 truck loads of bottled water in FEMA Region VI. The Contractor shall identify a storage facility(ies) capable of storing the bottled water for a minimum of six (6) months with an option for an additional six (6) months. The storage facilities are to be located and have the loading/unloading capability so that the 50 percent of the stored bottled water can be delivered to any state within the Region within 24 hours of notification for movement. The geographic extent of Region VI, the states in the region and more specific information on the region can be found on the FEMA Web page at the hyperlink: <http://www.fema.gov/about/regions/index.shtm>

The Contractor is responsible for the security of the water and any product loss will be replaced by the Contractor at no cost to the Government. The water must be available for inspection and use by the Government at any time. The stored bottled water shall meet the entire contract requirements stipulated in paragraphs C.3.3.2 and C.3.3.6. The bottled water is to be stored on pallets that have been packaged according to the requirements of paragraphs C.3.3.3, C.3.3.4 and C.3.3.5.

The Contractor shall secure a storage facility(ies) within 30 days of Delivery Order award. After storage is secured, Contractor shall provide the address and POC of the facilities. The delivery of bottled water shall be delivered in accordance with C.3.3.8. The Contractor shall provide the Contracting Officer a written schedule of deliveries, within forty-eight hours of securing storage facility.

The Government will provide 12-hour notification to the Contractor of impending need of out loading of bottled water. The Contractor may be requested to load the bottled water onto Government furnished transportation or may be requested to provide transportation of the bottled water. The Contractor shall be ready to start out loading bottled water within thirty minutes of the arrival of the government or Contractor furnished transportation assets. See Section C.3.8 for Contractor furnished transportation.

If bottled water is moved from storage, the Government may at its discretion have surplus water placed back into storage for the remainder of the six month period.

If at the end of the Delivery Order period (including exercise of all options), bottled water remains in the storage facility, the Contractor shall buy-back the remaining inventory and apply a credit to the Government within 45 days. The Contractor's credit price to the Government shall be based per liter.

C.3.11.5 Additional Six Months of Storage – Region VI: The Government reserves the right to exercise an additional six months of storage if necessary. If the Government exercises this option, the Government will provide a written thirty (30) day advance notice to the Contractor. Within ninety (90) days of the issuance of this Delivery Order, the Contractor is required rotate the bottled water currently in storage so that no bottle water is more than nine (9) months old.

Payment for Vendor Managed Storage – Region IV: The Contractor shall be paid a lump sum amount to include the cost of 50 truckloads of bottled water (liters), transportation to the storage facility, unloading and placement of bottled water into the facility and six months of storage. Any loading, transportation or unloading of the bottled water from storage will be paid at the applicable CLIN price for those items in the contract.

C.3.11.6 Payment for Contractor Managed Storage – Region VI: The Contractor shall be paid a lump sum amount to include the cost of 50 truckloads of bottled water (liters), transportation to the storage facility, unloading and placement of bottled water into the facility and six months of storage. Any

out loading of the bottled water from storage, transportation to a delivery site or unloading will be paid at the applicable CLIN price for those items in the contract.

C.3.11.7 Restocking of Contractor Storage Facility: The Contractor is responsible for all activities required to acquire and deliver bottled water, including all transportation, to restock the Contractor Storage Facility as specified in orders placed by the Government. Costs of such activities shall be included in the unit price for each CLIN in Schedule B for Restocking of Contractor Storage facility

C.3.12 BULK WATER

C.3.12.1 Definition of Bulk Water: The term "bulk water" includes, but is not limited to, supplying bulk water, storage bladders, tank containers, providing and/or operating Reverse Osmosis Water Purifying (ROWP) Units, transportation, testing, and related services, to include providing Strategic Planning in support of potential bulk water needs. The Government anticipates that it may have requirements to provide bulk water to some disaster locations. However, the cost for providing bulk water can vary substantially depending upon the location(s), source of water, method of transportation, testing requirements and numerous other factors, which cannot be described in sufficient detail to enable pricing of bulk water in this contract. The Government is not limited to use this contract to meet bulk water requirements but reserves the right to request proposals from the Contractor for meeting bulk water needs. Upon negotiation and agreement between the Government and the Contractor for provision of bulk water, the Government will issue Delivery Orders that will specify the agreement, to include a detailed description of the work, the delivery and/or performance location(s), dates of performance, and pricing.

C.3.13 RESTOCKING OF FEMA DISTRIBUTION CENTERS (DC)

C.3.13.1 Contractor Responsibility: The Contractor is responsible for all activities required to deliver bottled water, including all transportation, to FEMA DC sites specified in orders placed by the Government. Costs of such activities shall be included in the unit price for each CLIN in Schedule B for Restocking of FEMA DC(s) (CONUS) or Restocking of specific FEMA DC(s) (OCONUS).

C.3.13.2 Product Standards: See paragraph C.3.3.2.

C.3.13.3 Primary Container: Water shall be packaged in 24-ounce polyethylene terephthalate (PET) bottles with flat caps.

C.3.13.4 Packaging of Shipping Cases: Bottled water shall be packed in cases constructed of sturdy cardboard with minimal space between bottle caps and top of box (flush fit preferred). Cases shall contain 24 bottles per case and stacked no more than six (6) layers on a pallet. Cases shall meet, as a minimum, construction/freight classifications of Bursting Test 400 pounds PSI; Minimum Combined Weight Facings 180 pounds PSI; and Gross Weight limits 120 pounds. Pallets shall be constructed of hardwood, 40"x48", and designed for pickup from all four sides. Pallets of bottled water shall be fully covered on the top and all four sides with a minimum of a double layer of stretch-wrap.

C.3.13.5 Pallet Packing Slip: See paragraph C.3.3.5.

C.3.13.6 Product Certification Documentation: See paragraph C.3.3.6.

C.3.13.7 Transportation: See paragraph C.3.3.7.

C.3.13.8 Delivery Orders for Restocking of FEMA DC: The Contractor shall deliver bottled water in the quantities specified, to the DC(s) specified and at the times specified in Delivery Orders. Unloading of bottled water at the DC(s) will be performed by the Government. Restocking needs will

vary from two (2) to six (6) truckloads per DC depending on FEMA water distributions and the storage capacity at the various sites.

C.3.13.9 Documentation for Restocking of FEMA DC: The Contractor shall assure that every water delivery is properly presented to the Government and that Government acknowledgement of every delivery is obtained. The Contractor shall be responsible for assuring that every delivery has all required documentation. Delivery shall be considered made when the Contractor has obtained acknowledgement of the date and time of the arrival at the delivery site by the on-site Government representative. Upon arrival at the delivery site, the Contractor shall document delivery by having its personnel:

1. Register water deliveries in the format shown in Appendix A, "Water Delivery Information", with the Government's on-site representative;
2. Provide the bill of lading or manifest containing the information shown in Table 2 of paragraph C.3.3.7 to the Government's on-site representative; and
3. Obtain a copy of the completed "Water Delivery Information" form from the Government's on-site representative.

C.3.13.10 FDA Hold Notification: See paragraph C.3.3.11.

C.3.13.11 Payment for Restocking of FEMA DC: The Contractor shall be paid for each liter of bottled water delivered to the FEMA DC; that is accepted by the Government, in accordance with the pricing for the ordered CLIN in Schedule B that is in effect at the time of issuance of each Delivery Order. Invoices submitted for payment shall include copies of all fully executed "Water Delivery Information" forms, including bills of lading and/or manifests that support the quantity of bottled water delivered and accepted for which payment is being requested.

C.3.13.12 FEMA TLC Delivery Site Information:

FEMA DC-Atlanta
4552 N2nd Ave, Bldg 212 B, Ft Gillem
Forest Park, GA 30297-5112
(770) 220-5686 Mr. James Bullard

FEMA DC-Ft Worth
501 W. Felix St, Bldg 12
Fort Worth, TX 76115
(817) 759-4750 Mr. Louis Anderson

FEMA DC-Moffett
NASA AMES Research Center, Bldg 144, Door #7
Moffett Field, CA 94035
(650) 603-8501 Mr. Jeff Anongos

FEMA DC-Hawaii
99-1269 Iwaena Street
Aiea, Hawaii 96701
(808) 485-3352 Mr. Randy Johnson

FEMA DC-Guam
Building 1
Barriagada, Guam
(671) 344-5813 Mr. Marcelo Esperon

FEMA DC Puerto Rico
Carretera #3
Barrio Vista Alegre
Salida para Yabucoa (La Pica)
Manaubo, Puerto Rico 00707
(787) 861-0042 Mr. Reinaldo Colon

APPENDIX A-1

WATER DELIVERY INFORMATION

NO: _____

Section A (To Be Completed by Contractor)

USACE Contract #: _____ Name of Disaster: _____

Delivery Order #: _____

Bill of Lading/Manifest #: _____

Delivery Site Name & Address: _____

Transportation Contractor: _____ Trailer #: _____

Transport Carrier: _____ Truck #: _____

Drivers Name (Please Print): _____

Water Company Name: _____

Date and Time of Loading: Date: _____ Time: _____

Loading Site (City): _____

Government Property Loaded by: _____ Amount (Liters): _____

Section B (to be completed by Government Representative at Delivery Site)

INITIAL DELIVERY SITE

Date-In: _____ Time-In: _____ Signature: _____ Name (Print): _____

Date-Out: _____ Time-Out: _____ Signature: _____ Name (Print): _____

Reason, if difference between time-in & time-out exceeds 4 hours:

ADDITIONAL DELIVERY SITE(S) (for Additional Ground Mileage)

	Destination	Date In	Time In	Date Out	Time Out	Total Time	Mileage	Government On-Site Representative
1								
2								
3								
	TOTAL MILEAGE							

Amount Delivered:

Bottle Size	# Bottles/Case	# Cases/Pallet	# Pallets	Unloaded by (Contractor/USACE)	TOTAL AMOUNT DELIVERED (Liters)

Government On-Site Representative:

Signature: _____ Date: _____

Print Name

Job Title

Employer

All Blanks must be completely filled in. This document must be provided with an accurate bill of lading to the Contractor's on-site representative listed below:

Name of Contractor Representative: _____

Remarks/Comments (use back of form as needed):

APPENDIX A-2

DRY STORAGE INFORMATION

NO: _____

Section A (To Be Completed by Contractor)

COE Contract #: _____ Name of Disaster: _____

Delivery Order#: _____ Dry Storage Trailer #: _____

Delivery Site Name & Address: _____

Sub-Contractor: _____

Dry Storage Trailer Delivery

Section B (To Be Completed by Government On-Site Representative)

START OF SERVICE: _____ Date In: _____ Time In: _____

Government On-Site Representative Signature: _____

Print Name

Job Title

Employer

Amount of Liters: _____

ADDITIONAL DELIVERY SITE(S)

	Destination	Date	Time	Date	Time	Total	Government On-Site Representative
1							
2							
3							
4							

DRY STORAGE TRAILER PICK-UP

Section C (To Be Completed by Government On-Site Representative)

END OF SERVICE: _____ Date Out: _____ Time Out: _____

Government On-Site Representative Signature: _____

Print Name

Job Title

Employer

All blanks must be completely filled in. This document must be provided with an accurate Bill of Lading to the Contractor's on-site representative listed below:

Name of Contractor Representative: _____

Remarks/Comments (use back of form as needed):

APPENDIX A-3

DRAYAGE INFORMATION

Section A (To Be Completed by Contractor)

NO: _____

COE Contract #: _____

Name of Disaster: _____

Delivery Order#: _____

Delivery Site Name & Address: _____

Tractor Power Unit (Truck) #: _____

Trailer #: _____

Transportation Sub-Contractor: _____

Section B (To Be Completed by Government On-Site Representative)

START OF SERVICE: Date In: _____ Time In: _____

Government On-Site Representative Signature: _____

Print Name Job Title Employer

Amount of Liters: _____

END OF SERVICE: Date Out: _____ Time Out: _____

Government On-Site Representative Signature: _____

Print Name Job Title Employer

Name of Contractor's Representative (Print Name): _____

Remarks/Comments (use back of form as needed):

Ice Contract Scope of Work

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SECTION C DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

PART 1: This **PART 1** addresses background information on the National Response Plan and U. S. Army Corps of Engineers (USACE) responsibilities under that plan, the purpose and geographic coverage of this contract, contract utilization, the contract period, and information on the content of Delivery Orders issued under this contract.

C.1 Background: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.)(88 Stat. 143)(The Stafford Act), authorizes the President (FEMA per Executive Order 12673) to provide financial and other forms of assistance to state and local U.S. Army Corps of Engineers, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following presidential declared major disasters and emergencies. The National Response Plan (NRP), a signed agreement among 27 federal departments and agencies, and the American Red Cross, describes the mechanism and structure by which the federal U.S. Army Corps of Engineers mobilizes resources and conducts activities to address the consequences of any major disaster or emergency that overwhelms the capabilities of state and local U.S. Army Corps of Engineers. The NRP organizes the types of federal response assistance that a state or local U.S. Army Corps of Engineers is most likely to need under 15 Emergency Support Functions (ESF's), each of which has a designated primary agency. DOD shares the responsibility with FEMA for ESF #3, Public Works and Engineering, and has designated USACE as its operating agent for ESF #3 planning, preparation, and response. One of the typical missions under ESF #3 is to provide for humanitarian support (i.e., ice, to include refrigerated storage). USACE fulfills requirements for ice at disaster locations first by utilizing ice stored from previous disasters, donated ice, and ice supplied by other federal agencies and requirements for refrigerated storage first by utilization of donated reefers or U. S. Army Corps of Engineers-owned reefers. If ice and/or refrigerated storage from those sources are inadequate to meet the required quantities, the USACE purchases additional ice and/or rents mobile refrigerated storage units (reefers). This contract may also be used to provide emergency ice to other agencies on a reimbursable basis.

C.1.1 Purpose: The primary purpose of this contract is to provide packaged ice and necessary supporting items and services, to include refrigerated storage units (reefers), transportation, loading and unloading of shipments, drayage, operation and maintenance of reefers, participation in Partnering activities and provision of Strategic Planning Services, etc., in the Continental United States, Puerto Rico, the U. S. Virgin Islands, Alaska, Hawaii, American Samoa, Guam, Northern Mariana Islands, Federated States of Micronesia and Marshall Islands

C.1.1.1 Time is of the essence in the performance of this contract as the ice and the refrigerated storage units to be provided under this contract are required to sustain life in the aftermath of disasters that have or will disrupt the normal source of refrigeration in disaster locations. Therefore, this contract requires immediate response, with timely production, delivery, and reporting by the Contractor. The Contractor may be required to respond to simultaneous disasters with deliveries to multiple sites for each disaster. In performing under this contract, the Contractor shall cooperate fully with public officials and other contractors in emergency and disaster response and recovery operations.

C.1.2 Utilization: The U.S. Army Corps of Engineers shall utilize this contract for its purchase requirements for ice and rental requirements for mobile refrigerated storage units (reefers) for storage of ice, to include supporting items and services identified in C.1.1 above, in performance of its ESF #3 responsibilities for man-made or natural emergency or disaster response and recovery activities under the NRP, for all of the above identified locations, except that:

- (1)The U.S. Army Corps of Engineers also reserves the right to purchase packaged ice or rent reefers using the CLINs for CONUS and have these items delivered to points of embarkation for further transportation to OCONUS locations by the U.S. Army Corps of Engineers.
- (2)The United States Army Corps of Engineers reserves the right to utilize vendor managed ice stores in Puerto

Rico in lieu of purchasing new ice.

(3) Minimum and Maximum quantities are located in Section I, 52.216-19 Order Limitations.

C.1.2.1 The U.S. Army Corps of Engineers reserves the right to utilize this contract for other requirements that it might have. Other requirements for or relating to reefers include, but are not limited to, rental of reefers for use as temporary storage for medical supplies requiring refrigeration, and temporary morgues. Additionally, other requirements include operation and maintenance and/or repair of U.S. Army Corps of Engineers-owned or U.S. Army Corps of Engineers furnished reefers at Mobilization Centers, Staging Areas, etc. located in or near disaster response locations or at U.S. Army Corps of Engineers storage or Contractor obtained static cold storage areas utilized for storage of U. S. Army Corps of Engineers assets when not in use at disaster locations.

C.1.3 Release of Information: Neither the Contractor, nor the Contractor's representatives, shall release any report, data, specification, photograph, cost estimate, nor other information in any form obtained or prepared under this contract without prior written approval of the Contracting/Ordering Officer.

PART 2: This **PART 2** describes the performance requirements under this contract for which there are no Contract Line Items (CLINs) in Section B and for which no separate payment will be made.

C.2 General Performance Requirements: The Contractor shall perform all management, supervision, and other administrative activities necessary to assure performance in strict compliance with the terms and conditions of this contract.

C.2.1 Communication and Information Management: The Contractor shall have and use computer software which is compatible with the software and versions currently in use by the Contracting Officer. The current software in use consists of MS Office 2003 Suite software including Word, Excel, PowerPoint, and Access and either Netscape Navigator or Microsoft Internet Explorer browser software to access email in performance of work under this contract. Unless authorized in writing by the Contracting Officer, the software shall not be upgraded to a newer version.

C.2.2 NOT USED

C.2.3 Safety and Health Program: The Contractor is required to develop, implement, and maintain a Safety and Health Program covering all activities under this contract which shall comply with the Occupational Safety and Health Administration (OSHA) standards.

C.2.4 Use of Local Firms and Individuals: In order to meet the intent of the Stafford Act, the Contractor, in performance of Delivery Orders issued under this contract, shall give preference, to the extent feasible and practicable, in meeting its subcontracting and hiring requirements with those organizations, firms, and individuals residing or doing business primarily in the area affected by the disaster.

C.2.5 Transportation: The Contractor shall comply with applicable federal, state, and local laws and regulations in the performance of ground, air or sea transportation activities required under this contract, to include any requirements of airports or seaports relative to identification, security badges, etc. Each truck shall bear signage located inside the cab identifying the truck as a "USACE Contractor" and readily visible from outside the cab. The cost of transportation is included in the unit price for each CLIN in Section B that has a transportation component. Additional requirements related to transportation are addressed in the following paragraphs.

C.2.5.1 Communication with Ground Transportation Assets (Truck Drivers): Due to the fact that performance under this contract will be ordered to support responses to natural or man-made disasters, it is not unlikely that adverse conditions could develop on roadways that are or would be utilized to transport packaged ice or reefers. Examples are flooding of roadways, washing out of roads and/or bridges, or other damage to roadways and bridges that could create a safety hazard for trucks and/or delay shipments by truck; roadways being utilized as evacuation routes and the normal flow of traffic for lanes being changed to flow in the opposite direction; the need to provide police escorts for trucks to lead around blocked roadways, etc. In addition, during emergency/disaster responses, it is not unusual to need to divert shipments from the delivery destination identified in a Delivery Order to a new delivery destination while the shipment is enroute. In these situations, it is critical that the Contractor have the capability to track trucks and directly communicate with truck drivers at all times. The Contractor shall utilize an automated tracking system, such as mobile GPS transceivers reporting to a data collection computer, for each vehicle in transit. The automated tracking system shall be monitored and information recorded at a central location operated by the Contractor. The information collected on vehicle movement and location shall be reported to the U.S. Army Corps of Engineers at four (4) hour intervals minimum as long as any ice delivery vehicles are in transit and within one hour of a U. S. Army Corps of Engineers request for this information. All truck drivers shall have cellular telephone or other communication capability sufficient to provide the Contractor the ability to make immediate contact with the driver at all times during transport.

C.2.5.2 Movement Coordination Requirements -Transportation: The U.S. Army Corps of Engineers is required to coordinate movement of all transportation assets (trucks, ships, airplanes) and their cargo into disaster locations. This coordination will be performed by the U.S. Army Corps of Engineers office established at a site to be determined. The Contractor is required, in concert with the Contracting/Ordering Officer, to perform advance coordination with the U.S. ARMY CORPS OF ENGINEERS for all CONUS and OCONUS shipments into disaster locations. The U.S. Army Corps of Engineers will approve schedules for such shipments or provide alternate shipment delivery times/dates as well as different delivery locations, such as airports and seaports, in the disaster locations. The Contracting Officer shall adjust, as appropriate, Delivery Order delivery time requirements when the U.S. ARMY CORPS OF ENGINEERS makes any changes that cause shipment delays. Information required from the Contractor for performance of this coordination is addressed in paragraphs C.2.6.1 and C.2.6.2 below. The Contractor shall provide to the Contracting Officer a Confirmation Transportation Schedule, (to include all modes of transportation), and a next day's Estimated Transportation Schedule no later than 2300 hours (time zone of the disaster location) of each day by fax. (The fax phone number will be provided at the time the delivery order is issued.) At the top of each estimated transportation schedule shall be printed the heading with the contractor's name, address, phone number, point of contact, date and the title, "Estimated Transportation Schedule for (date)". Below the heading, in columnar format, shall be the aircraft tail number/ship name/truck number, aircraft/ship/truck contractor name (if different from the heading), location departing from, estimated tonnage carried, estimated time of departing, estimated time of arrival at destination, and location at which arriving. The Confirmation Transportation Schedule sheet shall have the items the Estimated Transportation Schedule has except where estimated is used actual tonnage and times shall be given. The title, "Actual Transportation Schedule for (date)" will be used.

C.2.6 Performance Reporting: Reporting on the status of the Contractor's performance is of extreme importance during disaster response and recovery activities. In order to assure the U.S. Army Corps of Engineers has the ability to track production and transportation of ice (by ground, air or sea) and report on performance in a timely manner, the Contractor is to report on status of performance under Delivery Orders as required in the following paragraphs.

C.2.6.1 Internet-Based Reporting and Tracking System: The Contractor shall establish and maintain a password protected, internet-based reporting and tracking system for all Delivery Orders for Packaged Ice - Delivered that is accessible to authorized U.S. Army Corps of Engineers personnel. Once established, the password shall not be changed without written permission from the Contracting Officer. This system shall be maintained continuously so as to reflect real time information and include information that will enable the U.S. Army Corps of Engineers to track progress on all Delivery Orders, identify all subcontractors involved in ice production and transportation, identify all subcontracting in the disaster area, identify scheduled delivery times so as to provide information necessary for performing coordination of shipments with the U.S. Army Corps of Engineers as described in paragraph C.2.5.2 above, to ensure availability of U.S. Army Corps of Engineers personnel to receive deliveries, and assure testing data and other information that is required for each ice producer/manufacture providing ice under this contract is available and provided, if requested. This system will include information that reflects this Contract number, FEMA Disaster name (if applicable), Delivery Order number, date of issue, quantity ordered, and required delivery dates for each Delivery Order. For each individual Delivery Order, the system will include (1) the names and addresses of ice production or manufacturing plants, (2) quantities of ice ordered and ice produced, (3) the names and addresses of the transportation companies and Identification Number for each of their trucks that will transport ice from each producer to specified delivery sites, (4) the quantity of ice being transported by each truck, (5) bill of lading and/or manifest numbers, (6) identification of points of embarkation when shipping further by air or sea, (7) the shipping carriers' names and modes of transportation (8) identification number for each airplane or ship, (9) dates, time and quantities to be shipped for each airplane or ship, (10) intermediate and final ice delivery sites, (11) estimated and actual dates and times of all deliveries, total quantity of ice delivered, (12) current location of each truck (not more than 4 hours old), and any other information required by the U.S. Army Corps of Engineers.

C.2.6.1.1 Reporting System Submittal: The Contractor shall, within seven (7) calendar days from the date of contract award, submit, for the review and approval of the Contracting Officer, a description of the system planned to be utilized with a demonstration of how the screens would appear in the system, how the U.S. Army Corps of Engineers would access and utilize the system, and a schedule for development, testing and full implementation within no more than thirty (30) calendar days from the date of contract award. Implementation will include a requirement for the Contractor to provide an electronic version of an instruction manual detailing how to access and use the system to the Contracting Officer. Meetings will be held, as are deemed necessary, to discuss issues relative to the content and operation of this system. The system shall automatically archive (the archive shall be accessible to the U.S. Army Corps of Engineers on-line) the data every four hours beginning at 0001hours each day any work is being performed under this contract.

C.2.6.2 Interim Manual Reporting Procedures: Should a Delivery Order for Packaged Ice - Delivered be issued under this contract prior to the implementation of the internet based reporting and tracking system described above, the Contractor will be required to provide the information in writing via email to the Contracting Officer to be included in the system every four (4) hours until all deliveries are completed. While utilizing manual reporting procedures, the information to be reported and the schedule for reporting may be revised by the Contracting/Ordering Officer, as appropriate. If, after implementation of the internet-based reporting and tracking system, there is a system failure during performance of a Delivery Order, the Contractor is required to immediately convert to a manual reporting system with reports submitted every four (4) hours until system is again operable or until all deliveries are completed, unless a different time frame is provided by the Contracting/Ordering Officer. When the automated system is again operable, the Contractor shall manually enter into the system any data reported manually while the automatic system was inoperable.

C.2.7 Continuous Liaison with the U.S. Army Corps of Engineers: Beginning on the date of award of this contract, the Contractor shall be continuously available to the U.S. Army Corps of Engineers' representatives for response to requests for information, receipt of delivery orders, discussion of contract performance, and other contract administration activities such as billing or payment, etc. In order to fulfill this requirement, within forty-

eight (48) hours of receipt of the Notice of Award of this contract (unless a different period is allowed by the Contracting Officer), the Contractor shall:

(1) Provide the names, job titles, and contact information, to include telephone numbers (business, cell phones, facsimile, pager numbers, etc.) for both business and non-business hours, of a senior manager within the Contractor's organization, and a minimum of one similarly qualified alternate, available on a 24-hour, 7 days-a-week basis, to serve as continuously available liaison with the U.S. Army Corps of Engineers.

(2) Submit an Organization Chart consisting of a wiring diagram displaying lines of authorities and assigned responsibilities within the contractor's organization relative to the performance and administration of this contract. The Organization Chart shall include names, position/job titles, contact information, to include telephone numbers (business, cell phones, facsimile, pager numbers, etc.) for both business and non-business hours, and a description of each person's responsibilities under this contract.

The Contractor shall submit the above information to the Contracting Officer by facsimile or email. During the contract period, the Contracting Officer shall be notified immediately, by facsimile, and email, of any changes regarding the designated liaisons or in the Organization Chart.

C.2.8 Operations Management: The Contractor shall provide all management and operations sufficient to meet the requirements specified in Delivery Orders, including, but not limited to obtaining ice, packaging, labeling, loading, transportation to delivery sites, unloading, provision of mobile refrigerated storage units (reefers), quality control, reporting on all matters related to

the contract, providing strategic planning services, participation in partnering activities, and other contract deliverables.

C.2.8.1 Contractor Operations Manager: In addition to the overall responsibility for management and operations, not later than four (4) hours after issuance of a Delivery Order for an event, the Contractor shall, by facsimile or email, provide to the Contracting/Ordering Officer the name, job/position title, and contact information (telephone/pager/facsimile numbers and electronic mail addresses) of an individual in the Contractor's organization that is appointed as the Contractor Operations Manager to serve as liaison between the Contracting/Ordering Officer and the Contractor's senior management on issues related to performance and administration of the Delivery Order.

The Contractor Operations Manager must be knowledgeable in all facets of the Contractor's operation relative to the requirements of this contract, shall have authority to act on behalf of the Contractor's to make any and all decisions required during performance of the Delivery Order, and shall have the authority to sign all contractual documents related to that Delivery Order. The Contractor Operations Manager shall be on call twenty-four (24) hours per day, seven (7) days per week and shall be able to immediately contact the Contractor's senior management, via electronic means (Internet e-mail capabilities, cell phone and fax machine). Computer software utilized by the Contractor Operations Manager shall comply with the requirements of the paragraph in this Statement of Work entitled "Communication and Information Management". The Contractor Operations Manager will be required until completion of all deliveries and/or performance of all services required in the Delivery Order or until the Contracting/Ordering Officer determines there is no longer a need for the Contractor Operations Manager.

C.2.9 Submittals/Correspondence: The Contractor shall annotate all correspondence with the contract number, delivery order number and shall sequentially number all items. All items addressed to the Contracting Officer, shall have a single set of sequence numbers. Correspondence to the Contracting/Ordering Officer for a particular disaster response shall have its own set of sequence numbers for that disaster response. The Contractor shall include a subject or reference line in all correspondence to the Contracting Officer, including letters transmitting the submittals and shall include the Contract Number and a brief description of the primary issue being addressed in the correspondence.

PART 3: This **PART 3** describes the performance requirements for the Contract Line Items (CLINs) that are included in Section B, Supplies and Services and Prices/Cost, of this contract and for which payment will be made.

C.3 Performance Requirements for Section B Contract Line Items: The Contractor shall provide all labor, materials, supplies, services, transportation, and equipment necessary to perform all work described below in compliance with the terms and conditions of this contract.

C.3.1 Partnering Activities and Meetings: The U.S. Army Corps of Engineers will be utilizing a partnered approach in administering this contract. To that extent, the Contractor shall provide a written summary of lessons learned to the Contracting/Ordering Officer that issued Delivery Orders on specific disaster responses. These will be considered for making changes to the contract and/or changes in activities by the U.S. Army Corps of Engineers in the structuring and administering of Delivery Orders that would facilitate improvements in time required for or cost of performance under this contract. Provision of feedback and submission of written lessons learned are considered an overhead cost for which separate payment will not be made. In addition to requests for feedback and submission of lessons learned, the U.S. Army Corps of Engineers may require the Contractor to: (1) participate in meetings with USACE at various locations to discuss specific issues related to the ice mission - these meetings also could include attendees from the Federal Emergency Management Agency (FEMA) and other federal, state or local agencies involved in developing requirements and/or performing the ice mission under the NRP; (2) participate in development and conduct of training courses/exercises for USACE Ice Planning and Response Teams (PRTs); (3) participate in disaster response exercises or performance review meetings during and after a disaster response with the U.S. Army Corps of Engineers, including but not limited to USACE Headquarters, Divisions or Districts, etc.; (4) develop presentations, handouts, training materials, etc. either as a part of participation/attendance at these meetings or to provide to the U.S. Army Corps of Engineers for their use; or (5) perform other activities not specifically identified herein. Prior to issuance of a Delivery Order for these services, the U.S. Army Corps of Engineers will negotiate with the Contractor the estimated number of days, normally not to exceed 12 hours, required for performance, the location where services will be performed, the number and identity of the Contractor representatives that will provide these services, and any other issues that may apply to each requirement. If the Contractor is required to travel to perform these services, an amount also will be agreed upon for estimated round trip travel and per diem costs, as described in paragraph C.3.4 below, for each day these services are not being performed in the Contractor's office.

C.3.1.1 Payment: Payment for these services will be based on the Daily Rate established under the CLIN for **Partnering Activities and Meetings**.

C.3.2 Strategic Planning Services: The U.S. Army Corps of Engineers' response to disasters may require coordination with the Contractor relative to overall contract performance and strategic planning for disaster response and recovery activities related to packaged ice and refrigerated storage, to include providing support to USACE members responsible for providing Technical Assistance to state and local U.S. Army Corps of Engineers or other federal agencies relative to ice issues. In performance of these services, the Contractor shall provide a senior manager in the Contractor's organization that is fully knowledgeable of the work covered by this contract and with qualifications and experience acceptable to the U.S. Army Corps of Engineers. The senior manager shall have full access to the Contractor's communication and information management resources required to perform this contract. The U.S. Army Corps of Engineers may require the Contractor to provide these services by either participation in telephone conference calls from their office or face-to-face meetings with USACE at various locations, or a combination of both and may require that these services be performed simultaneously at various locations. Prior to issuance of a Delivery Order for these services, the U.S. Army Corps of Engineers will negotiate with the Contractor the estimated number of days required for performance, the location where services will be performed, the number and identity of the Contractor representatives that will provide these services, the hours during each day that the Contractor representative is to be available to provide these services, and any other issues that

may apply to each requirement. If the Contractor is required to travel to perform these services, an amount also will be agreed upon for estimated round trip travel and per diem costs, as described in paragraph C.3.4 below, for each day these services are not being performed in the Contractor's office.

C.3.2.1 Payment: Payment for these services will be based on the Daily Rate established under the CLIN for **Strategic Planning Services**.

C.3.3 On-Site Contractor Operations Manager: The U.S. Army Corps of Engineers may determine that it is necessary to have a Contractor Operations Manager physically located near the Contracting Office, located at the responding District Office, the State Emergency Operations Center, the National Response Coordination Center (NRCC), Joint Field Office (JFO), or the Recovery Field Office (RFO), in order to provide the services described in paragraph C.2.8.1 as well as to be available to attend meetings, participate in briefings, conferences, etc., relative to specific disaster responses, to deal with performance issues on Delivery Orders issued, to negotiate changes to Delivery Orders, or other activities as deemed necessary during the performance of Delivery Orders. In that event, the Contracting/Ordering Officer will not require the constant presence of the Contractor Operations Manager at the locations described above. The Operations Manager shall be physically capable of responding to the location identified in the Delivery Order within thirty (60) minutes of notification on a 24 hour per day, 7 days per week basis. The Contractor shall establish its own office and providing all related communication and office equipment required to support the activities of the Operations Manager. The Contractor will be reimbursed for round trip travel and per diem costs for each day these services are required as described in paragraph C.3.4 below. The Contractor Operations Manager for each individual disaster location shall be dedicated to performance of these duties for all Delivery Orders issued under this contract for the assigned disaster location only. For the purpose of this paragraph, a disaster location is defined as a single State, Territory, or Possession as identified in paragraph C.1.1 unless he has been deployed to the NRCC and will be dedicated to coordinate all ice procurement and movement and shall not perform duties under other contracts.

C.3.3.1 Payment: Payment for these services will be based on the Daily Rate established under the CLIN for **On-Site Contractor Operations Manager**.

C.3.4 Travel and Per Diem: The Contractor will be reimbursed for round trip travel and per diem costs as described in paragraphs C.3.1, C.3.2 and C.3.3 above. Travel costs are limited to coach airfare and round trip transportation costs (taxi, shuttle, etc.) between airports and location services are to be performed or mileage if travel is by automobile. Mileage to be reimbursed is the round trip mileage between the Contractor's Office and the location identified in Delivery Orders for performance of services described in paragraphs C.3.1, C.3.2 and C.3.3 above. Mileage and daily per diem rates will not exceed that allowed for the performance location by the Department of Defense Joint Travel Regulations (JTR) in effect at the time the travel or services are performed. Rental cars will not be reimbursed unless authorized in writing by the Contracting/Ordering Officer in the Delivery Order.

C.3.4.1 Payment: The Contractor is required to submit documentation to support their travel and per diem costs (receipts for hotel rooms, taxi/shuttle fares, and rental car, if authorized) with their invoice in order to receive payment for such costs.

C.3.5 NOT USED

C.3.6 Local Purchase of Ice for OCONUS Locations: As stated in PART 1, paragraph C. 1.2, the U.S. Army Corps of Engineers reserves the right to procure ice either produced to Federal standards or to EPA local certification standards for OCONUS locations. When a proposal has been requested and agreement has been reached for the delivery of packaged ice produced outside of the Continental United States or Canada, a Delivery Order will be issued reflecting the

quantity, pricing, delivery schedule, and any other areas that have been agreed to and differ from the requirements of this Section C.

C.3.6.1 Unless stated otherwise in the Delivery Order, all ice purchased under this paragraph C.3.6 shall meet the requirements of Section D, except as pertains to federal EPA standards; relating to ice packaging labeling and relating to shipping containers.

C.3.6.2 Payment: Each pound of packaged ice delivered and accepted by the U.S. Army Corps of Engineers shall be paid for in accordance with the pricing established in the Delivery Order not to exceed 40,000 pounds in a single reefer unless authorized in writing by the Delivery Order, for the ordered CLIN. Invoices submitted for payment shall include copies of all fully executed "Ice Delivery Information" forms, including bills of lading/manifests for each, that support the quantity of ice for which payment is being requested. The quantity delivered and accepted will be determined from the quantity shown on the fully executed "Ice Delivery Information" forms for each Delivery Order.

C.3.7 Additional Packaging Protection - Ice: For OCONUS locations utilizing air or sea transportation the Contractor shall provide all labor, materials and equipment necessary to provide additional packaging protection for ice as described below. The U.S. Army Corps of Engineers will only order additional packaging as part of a Delivery Order for **Packaged Ice-Delivered**. Additional packaging described below is in addition to the requirements for packing in Section D

C.3.7.1 Packaged ice shall be fully covered on the top, four sides, and the bottom with a minimum of one layer of bubble-wrap below the required stretch-wrap (stretch-wrap shall be placed on the exterior surface of the bubble-wrap).

C.3.7.2 Payment: Additional packaging protection will be paid for in accordance with the pricing for the ordered CLIN in Section B of this contract. Payment for this additional packaging will be based on the quantity of ice ordered, delivered, and accepted by the U.S. Army Corps of Engineers that included this additional packaging. Invoices submitted for payment shall include copies of all fully executed "Ice Delivery Information" forms, including bills of lading or manifests, for ice that included this additional packaging protection. The quantity of ice delivered and accepted will be determined from the quantity shown on the fully executed "Ice Delivery Information" forms for each Delivery Order that includes this CLIN.

C.3.8 Additional Ground Mileage: Additional Ground Mileage shall include all labor, equipment, fuel, and services necessary for the transportation of package ice and/or reefers. The Contractor shall provide transportation for shipments of packaged ice and/or reefers to the delivery site identified in a Delivery Order. The cost of such transportation shall be included in the pricing for the delivery of packaged ice in Section D and paragraph C.3.6 above and paragraphs C.3.10 and C.3.11 below. However, it is anticipated that original deliveries may be redirected by the Contracting Officer to locations other than the delivery sites specified in Delivery Orders. When the Contractor is notified of a change in the delivery site identified in a Delivery Order either prior to at the delivery site identified in the Delivery Order and prior to unloading of the shipment (packaged ice and/or reefer), the Contractor is required to make delivery to the revised or additional delivery sites as directed by the Contracting/Ordering Officer or U.S. Army Corps of Engineers representative identified in Delivery Orders with authority to direct such change in delivery site. Only mileage above and beyond the original mileage necessary to complete the original delivery is eligible for additional ground mileage. This is to be calculated from the last location identified in an archived update. These sites may or may not be within the same state. All costs for additional ground mileage as described herein are included in the unit price for each applicable CLIN in Section B of this contract. Mileage distances shall be calculated one-way and shall be in accordance with the Department of Defense Joint Travel Regulations (JTR) in effect at the time the travel is performed. Reimbursement will only be for actual miles traveled.

C.3.8.1 Payment: Each mile of additional ground mileage will be paid for in accordance with the pricing for the ordered CLIN in Section B of this contract. Invoices submitted for payment

shall include copies of archived reports showing location of truck when it was redirected and copies of the redirection request.

C.3.9 Standby Time in Excess of Four Hours: The Contractor shall provide transportation of shipments of packaged ice and/or reefers to the delivery site identified in a Delivery Order within the delivery schedules identified in the Delivery Order and Sections G and F. The U.S. Army Corps of Engineers shall be afforded up to four (4) hours to unload such shipments during which time no additional payment will be due the contractor for fueling / maintenance / operating the trucks / reefer., If the Contractor stands by for more than four (4) hours at any delivery site either specified in a Delivery Order or directed as addressed in paragraph C.3.8 above, the Contractor shall be entitled to a maximum of twenty-four (24) hours per calendar day of standby time not including the initial four hours of unloading time, unless such delays in unloading were caused by the Contractor. All costs for standby time as described herein are included in the unit price for each applicable CLIN in Section B of this contract.

C.3.9.1 Payment: Standby time will be paid for in accordance with the pricing for the ordered CLIN in Section B that is in effect at the time of the issuance of each Delivery Order. Invoices submitted for payment shall include copies of fully executed "Ice Delivery Information" or "Refrigerated Storage Information" and "Additional Ground Mileage Information" forms, including bills of lading or manifests, for which the Contractor incurred standby time costs. The amount of Standby Time to which the Contractor is entitled for each Delivery Order will be determined from the Arrival and Departure times shown on the fully executed "Ice Delivery, Refrigerated Storage and Additional Ground Mileage Information" forms.

C.3.10 Mobile Refrigerated Storage Unit (Reefer) - Rental: The Contractor shall execute all activities involved in delivery of reefers to delivery sites identified in Delivery Orders, including performance of all periodic preventive maintenance or servicing that is required to keep the reefer operational (does not include daily operation addressed in paragraph C.3.16 below), during the time frame of rental to the U.S. Army Corps of Engineers. The reefers to be provided under the applicable CLINs are to be provided from suppliers in the Continental United States (CONUS) or Canada. Costs of all such activities are included in the unit price for each applicable CLIN in Section B of this contract. Note this line item only applies to reefers that are dropped and left (without Tractor) at sites as directed by the U.S. Army Corps of Engineers.

C.3.10.1 Each reefer shall be of a tight-fitting construction with all sides, top, and doors fitting tightly with no penetrations other than ones which are factory installed. Reefers shall be sized to hold twenty (20) 4'x4' pallets (a total of 40,000 pounds of packaged ice). The interior shall be protected from dust, dirt, or any other source of contamination. Each reefer shall be cleaned and sanitized prior to delivery. Reefers shall be capable of being maintained at a temperature of 20 degrees Fahrenheit with the temperature varying within +/- 5 degrees.

C.3.10.1.1 The Contractor shall perform any periodic preventive maintenance or servicing, excluding the day-to-day operation and fueling, required to maintain the reefer in operational condition during the rental period. Performance of preventive maintenance or servicing shall be coordinated in advance with the Contracting Officer or other U.S. Army Corps of Engineers personnel on site or as identified in Delivery Orders.

C.3.10.2 Start and End of Rental Period: The rental period shall begin upon Contractor delivery and U.S. Army Corps of Engineers acceptance, by the U.S. Army Corps of Engineers' on-site representative as described Section F. The ending date shall be when the U. S. Army Corps of Engineers notifies the Contractor in writing that reefers are no longer needed. Reefers may be released individually or in groups, rather than all at once, even if originally ordered as a large group of reefers. When the U.S. Army Corps of Engineers, as part of its quality assurance activities described in Section D, rejects a reefer, the rental period will be considered ended at the time of such rejection. The U.S. Army Corps of Engineers will annotate the "Refrigerated Storage Information" form for that reefer in the Remarks/Comments that the reefer was rejected, including the reason for and the date and time of the rejection. Entitlement to payment for that reefer will end at that time. However, if the Contractor determines to take corrective action to put

a rejected reefer back in service, the U.S. Army Corps of Engineers will further annotate the "Refrigerated Storage Information" form for that reefer that it now meets the contract requirements and the date and time the reefer is put back into service. Entitlement to payment will resume as of that date and time.

C.3.11 Mobile Refrigerated Storage Unit (Reefer) - Local Rental: As stated in PART 1, paragraph C.1.2, the U.S. Army Corps of Engineers reserves the right to rent reefers from local vendors for requirements for OCONUS locations. When a proposal has been requested and agreement has been reached for the delivery of reefers rented from local vendors in the above OCONUS locations, a Delivery Order will be issued reflecting the information identified in paragraphs in Section F.

C.3.11.1 Unless otherwise stated in the Delivery Order, all reefers rented under paragraph **C.3.11** shall meet the requirements of paragraphs C.3.10, C.3.10.1, C.3.10.1.1, C.3.10.2, and Section F...

C.3.11.2 Delivery Requirements: The U.S. Army Corps of Engineers and the Contractor will agree upon the required delivery schedule and such agreement will be reflected in Delivery Orders containing the CLINs for Mobile Refrigerated Storage Unit (Reefer) - Local Rental.

C.3.11.3 Payment: Rental for each reefer delivered and accepted by the U.S. Army Corps of Engineers will be paid for in accordance with the pricing for the ordered CLIN in Section B of this contract, based on the number of days or portion of a day of usage. For partial days, the daily rate will be prorated by dividing the daily rate by 24 and multiplying by the number of hours utilized in that day. Invoices submitted for payment shall include copies of fully executed "Refrigerated Storage Information" forms in Appendix C, including bills of lading or manifests, for each rented reefer. The number of days, or portions thereof, will be determined from the "Date and Time In" and "Date and Time Out" shown on the fully executed "Refrigerated Storage Information" forms.

C.3.12 Contractor Static Storage: The Contractor shall contract for and provide static storage (Ice Warehouse) for quantities of ice directed by the Contracting Officer. The location of the storage facility shall be determined by the Contractor within a general area designated by the Contracting Officer. Mobile storage containers shall not be used for this purpose.

C.3.12.1 Payment: Payment will be made in accordance with results of this negotiated item. Amount will be specified in the delivery order.

C.3.12.2 Estimated Period of Storage for Each Delivery Order: The maximum storage period shall not exceed 90 days unless ordered in writing by the Contracting officer.

C.3.13 Drayage: The Contractor shall provide all labor, equipment and materials necessary to perform drayage services, as described below. When ordered, a tractor and driver shall stay with the reefer until such time as the reefer is unloaded and released. All costs for performance are included in the unit price for each applicable CLIN in Section B of this contract.

C.3.13.1 The Contractor shall provide tractor power units, with a fifth wheel and drivers to provide drayage services on a 24-hour per day basis. Drayage services are defined as maintaining tractor power units, with a fifth wheel and drivers on a site identified by the U.S. Army Corps of Engineers and movement of trailers within that storage site. The U.S. Army Corps of Engineers' on-site representative will direct the performance of drayage services. The tractor power units, with a fifth wheel and drivers can be directed to perform movement between sites at any time. If so, payment for the period for "**Drayage**" ends, and movement between sites shall commence as "**Additional Ground Mileage**" and be paid accordingly. Upon completion of "**Additional Ground Mileage**" work the tractor power units shall return to the drayage site and complete the remainder of the original 24 hour period. (The period will actually be 24 hours minus the time spent performing "**Additional Ground Mileage**".) Beginning and ending truck mileage shall be confirmed with the on-site U.S. Army Corps of Engineers representative and documented on the

Drayage Information Ticket (Appendix D) prior to and upon return of providing transportation resulting from movements between sites (additional ground mileage).

C.3.13.2 Start of Service: The start date and time for drayage services will be reflected in each Delivery Order. The actual start time will be established based on the Contractor obtaining the documentation of drayage services.

C.3.13.3 Documentation of Drayage Services: The Contractor shall assure that the start and end of drayage services is documented by the U.S. Army Corps of Engineers' on-site representative. The Contractor shall have its personnel, upon arrival at the performance location identified in each Delivery Order; provide the U.S. Army Corps of Engineers' on-site representative a Drayage Information form as shown in Appendix D and containing all information required to be provided by the Contractor in Section A of the form. Upon completion of drayage services, the Contractor shall have its personnel obtain a copy of the Drayage Information form, with Section B completed, prior to leaving the performance site.

C.3.13.4 Payment: Each day or portion of a day of providing drayage services shall be paid for in accordance with the pricing for the ordered CLIN in Section B that is in effect at the time of the issuance of each Delivery Order. For partial days, the daily rate will be prorated by dividing the daily rate by 24 and multiplying the number of hours services were performed. Invoices submitted for payment shall include copies of fully executed "Drayage Information" forms for each tractor power unit. The number of days, or portions thereof, for each power unit will be determined from the "Drayage Information" forms.

C.3.14 Loading/Unloading - Forklift w/Operator: The Contractor shall provide all labor, equipment and materials necessary to perform loading and unloading of pallets of ice from reefers as described below. All costs for such performance are included in the unit price for each applicable CLIN in Section B of this contract.

C.3.14.1 The Contractor shall provide a forklift with Operator, and pallet jack to perform loading/unloading of pallets of ice. Such work may be performed on rough terrain, on concrete or asphalt, at locations that may or may not have a loading dock. These services may be ordered when the U.S. Army Corps of Engineers requires the Contractor to load/unload ice delivered under this contract, when the U.S. Army Corps of Engineers requires the Contractor to provide, operate and maintain ice storage units, or when the U.S. Army Corps of Engineers requires loading/unloading services in support of the Mobilization Center, Staging Area, etc., operations and the U.S. Army Corps of Engineers' on-site representative may direct the performance of loading/unloading activities, or as otherwise required. Loading/Unloading shall be performed on a 12-hour per day basis.

C.3.14.1.1 Forklift: The Contractor shall provide a forklift that has a minimum 3,000 pound capacity, and is capable of operating in sites as described above.

C.3.14.1.2 Pallet Jack: The Contractor provided pallet jack need only be capable of operating on hard surfaced areas.

C.3.14.2 Start of Service: The U.S. Army Corps of Engineers shall notify the Contractor of the start date and time for the loading/unloading services and the start date and time will be reflected in each Delivery Order. The actual start time will be established based on the Contractor providing documentation of **Loading/Unloading - Forklift w/Operator** services to the U.S. Army Corps of Engineers' on-site representative as described below.

C.3.14.3 Documentation of Loading/Unloading Services: The Contractor shall assure that the start and end of loading/unloading services is documented by the U.S. Army Corps of Engineers' on-site representative. The Contractor shall have its personnel, upon arrival at the performance location identified in each Delivery Order; provide the U.S. Army Corps of Engineers' on-site representative a Loading/Unloading by Forklift form as shown in Appendix E and containing all information required to be provided by the Contractor in Section A of the form. Upon completion of loading/unloading services, the Contractor shall have its personnel obtain a copy of the

"Loading/Unloading by Forklift" form, with Section B completed, prior to leaving the performance site.

C.3.14.4 Payment: Each day or portion of a day of providing loading/unloading by forklift services shall be paid for in accordance with the pricing for the ordered CLIN in Section B of this contract. For partial days, the daily rate will be prorated by dividing the daily rate by 12 and multiplying the number of hours services were performed. Invoices submitted for payment shall include copies of fully executed "Loading/Unloading by Forklift" forms for each forklift and operator provided. The number of days, or portions thereof, for each power forklift and operator will be determined from the "Loading/Unloading by forklift (Appendix E).

C.3.15 Loading/Unloading - Laborer: The Contractor shall provide all labor, equipment and materials necessary to perform loading and unloading ice from reefers as described below. All costs for such performance are included in the unit price for each applicable CLIN in Section B of this contract.

C.3.15.1 Loading/Unloading Services and Activities: The Contractor shall provide Laborers to perform loading/unloading of ice by hand. These services may be ordered when the U.S. Army Corps of Engineers requires the Contractor to load/unload ice delivered under this contract, when the U.S. Army Corps of Engineers requires the Contractor to provide, operate and maintain ice storage units, or when the U.S. Army Corps of Engineers requires loading/unloading services in support of the Mobilization Center, Staging Area, etc., operations. The U.S. Army Corps of Engineers' on-site representative may direct the performance of loading/unloading activities, or as otherwise required. Loading/Unloading shall be performed on a 12-hour per day basis.

C.3.15.2 Start of Service: The U.S. Army Corps of Engineers and the Contractor shall agree upon the start date and time for the loading/unloading services and such agreement will be reflected in each Delivery Order. The actual start time will be established based on the Contractor providing documentation of **Loading/Unloading - Laborer** services to the U.S. Army Corps of Engineers' on-site representative as described below.

C.3.15.3 Documentation of Loading/Unloading Services: The Contractor shall assure that the start and end of loading/unloading services is documented by the U.S. Army Corps of Engineers' on-site representative. The Contractor shall have its personnel, upon arrival at the performance location identified in each Delivery Order; provide the U.S. Army Corps of Engineers' on-site representative a Loading/Unloading By Hand form as shown in Appendix F and containing all information required to be provided by the Contractor in Section A of the form. Upon completion of loading/unloading services, the Contractor shall have its personnel obtain a copy of the Loading/Unloading By Hand form, with Section B completed, prior to leaving the performance site.

C.3.15.4 Payment: Each day or portion of a day of providing loading/unloading by hand services shall be paid for in accordance with the pricing for the ordered CLIN in Section B of this contract. For partial days, the daily rate will be prorated by dividing the daily rate by 12 and multiplying the number of hours services were performed. Invoices submitted for payment shall include copies of fully executed "Loading/Unloading by Hand" forms for each laborer. The number of days, or portions thereof, for each laborer will be determined from the "Loading/Unloading by Hand" forms.

C.3.16 Daily Operation of Reefer (Contractor-furnished or U.S. Army Corps of Engineers-furnished): The

Contractor shall be required to provide all labor, material, and equipment necessary to perform daily operation of reefers, as described below. Costs of all such activities are included in the unit price for each applicable CLIN in Section B of this contract. There are two types of associated CLINs. First, pricing for the first, (or single), reefer at a site is to allow the Contractor to cover his costs for a very small site. The second CLIN, for additional reefers at a site, allows the

Contractor and the U.S. Army Corps of Engineers to take advantage of economies of a larger site.

C.3.16.1 General: The U.S. Army Corps of Engineers may require the Contractor to operate and maintain an ice storage facility, an ice distribution facility, or individual reefers at various locations within identified disaster areas utilized as storage for medical supplies, as temporary morgues, etc. Ice storage and distribution facilities, medical supply storage, temporary morgues, etc., will be comprised of reefers rented from the Contractor as addressed in paragraphs **C.3.10** and Section F and may also include U.S. Army Corps of Engineers-furnished reefers. The Contractor shall perform all preventive maintenance and periodic servicing of reefers rented to the U.S. Army Corps of Engineers as addressed in paragraphs C.3.10.1.1 and C.3.11.1 above and shall be paid for those services as described in Section F and paragraph C.3.11.2.

C.3.16.2 Daily Operation: Daily operation of reefers shall include:

- Continuous running of the generator that powers the reefer.

- Fueling of the generators that power the reefers.

- Clean-up of any fuel spills that may occur during the fueling process and properly disposed of in accordance with local and state/territory/commonwealth environmental disposal regulations.

- Maintaining the temperature of each reefer within +/- five (5) degrees of the set point:

 - Set point for reefers utilized for storage of ice = 20 degrees.

 - Set point for reefers utilized for storage of medical supplies = 40 degrees or as directed by the on-site U.S. Army Corps of Engineers representative.

 - Set point for reefers utilized as temporary morgues = 40 degrees.

 - Set point for any other usage not identified herein will be provided to the Contractor by the on-site U.S. Army Corps of Engineers representative.

C.3.16.3 Delivery Orders: Delivery Orders issued for these services will include an estimated number of reefers for which the Contractor is to provide these services. The U.S. Army Corps of Engineers' on-site representative will provide documentation to the Contractor for each individual reefer that is to receive these services. The Contractor is required to complete the Refrigerated storage sheet in Appendix C for each rental unit. In the absence of a COE representative, a senior management official from (FEMA, State, County or Local Government) is allowed to document in/out times for the rental reefers.

C.3.16.3.1 Documentation of Operations Services: The U.S. Army Corps of Engineers' on-site representative will fill out the "REFRIGERATED STORAGE TRAILER OPERATION" portion of the "REFRIGERATED STORAGE INFORMATION" Form, as shown in Appendix C, for each individual reefer for which the U.S. Army Corps of Engineers requires the Contractor to perform these services. The Contractor shall assure that his personnel, prior to performance of any Operations services on a reefer, complete the portions of the form requiring acknowledgment by the Contractor of the start date and time for performance of Operations services and obtain a copy of the form from the U.S. Army Corps of Engineers' on-site representative. When the U.S. Army Corps of Engineers no longer requires performance of these services on a reefer, the U.S. Army Corps of Engineers' on-site representative shall contact the Contractor's personnel and have them complete the acknowledgement of the ending date and time of performance of Operations services and obtain a copy of the fully executed "REFRIGERATED STORAGE INFORMATION" Form

C.3.16.4 Payment: Each day or portion of a day of providing operations services for each reefer shall be paid for in accordance with the pricing for the ordered CLIN in Section B of this contract. For partial days, the daily rate will be prorated by dividing the daily rate by 24 and multiplying by the number of hours services were performed. Invoices submitted for payment shall include copies of fully executed "REFRIGERATED STORAGE INFORMATION" Forms for each reefer serviced. The number of days, or portions thereof, for each reefer will be determined from the "REFRIGERATED STORAGE INFORMATION" Form

C.3.17 Periodic Maintenance, Servicing and/or Repair of Government-owned Mobile Refrigerated Storage Unit (Reefer): The U.S. Army Corps of Engineers anticipates that it may have requirements to perform preventive maintenance, periodic service inspections, cleaning,

repairs, etc., of Government-owned reefers. These services may be required during usage of these reefers at Mobilization Centers, Staging Areas, etc. located at or near disaster response locations or at U.S. Army Corps of Engineers storage areas utilized for storage of U.S. Army Corps of Engineers assets when not in use at disaster locations, etc. However, due to the constant change in the number and type of these reefers, these requirements could vary substantially and requirements cannot be described in sufficient detail to enable pricing these needs in this contract. The U.S. Army Corps of Engineers, as stated in paragraph C. 1.2.1 of this Section C, is not required to utilize this contract for performance of such services but reserves the right to request proposals from the Contractor for performing these services. Upon negotiation and agreement between the U.S. Army Corps of Engineers and the Contractor, the U.S. Army Corps of Engineers will issue Delivery Orders that will include the applicable CLIN and pricing agreed to, as well as include a detailed description of the work being ordered, the performance locations, dates of performance, and any other information that may be required.

C.3.18 Disposal of Surplus Ice and/or Shipping Materials The U.S. Army Corps of Engineers anticipates it may have requirements to dispose of surplus ice and/or shipping materials. The U.S. Army Corps of Engineers may have the Contractor resell the ice or the U.S. Army Corps of Engineers may try to donate the ice. These possibilities will be investigated at the time of each disaster. If one of these measures can be implemented, a delivery order will be negotiated and issued with the appropriate CLIN, (reduced price or possibly additional shipping). The contractor shall also provide two other prices for CONUS. One, pricing for disposal and cleanup of only the shipping materials contained in one reefer, (the ice has melted), and two, for disposal and cleanup of ice and shipping materials in one reefer, (the ice has not melted). These will be negotiated for OCONUS locations.

C.3.18.1 Contractor Resale of Surplus Packaged Ice: The U.S. Army Corps of Engineers will identify the quantity of surplus packaged ice and request the Contractor to determine if it can sell some or all of that quantity of surplus ice to other customer(s). In the event the Contractor can sell all or a portion of the quantity of surplus packaged ice, the U.S. Army Corps of Engineers will request the Contractor to provide a revised price proposal for surplus packaged ice that is to be sold with supporting documentation for such revised price. The U.S. Army Corps of Engineers will require documentation of the quantity being sold, the resale price for that quantity, and any increased transportation costs to transport such ice from the required U.S. Army Corps of Engineers delivery site to the delivery site(s) of the Contractor's customer(s) that have purchased such ice. The U.S. Army Corps of Engineers will evaluate the Contractor's proposal consisting of income to the Contractor from resale of the surplus packaged ice less any transportation costs to the new delivery site(s) and less a reasonable Overhead and Profit. The U.S. Army Corps of Engineers will issue the negotiated CLIN as a negative amount (a credit to the contract).

C.3.19 Transportation of Government-Owned Mobile Refrigerated Storage Unit (Reefer). The Contractor shall provide prime mover to transport U.S. Army Corps of Engineers-owned Reefer from a designated static storage site to a designated mobilization or staging area as designated. Transportation cost shall include fueling and operation of the U.S. Army Corps of Engineers owned reefer during movement. A Global Positioning System (GPS) is required on power units..

C.3.20. Negotiated Items Not Elsewhere Priced. Should an unforeseen requirement arise for which an appropriate line item does not exist in the contract, appropriate CLINs ending in AU shall be used. The U.S. Army Corps of Engineers and the Contractor shall agree upon the required Delivery Schedule and the Cost, and such agreement will be reflected in the Delivery Order.

APPENDIX A

ICE DELIVERY INFORMATION NO: _____

SECTION A (To Be Completed by Contractor)

USACE Contract #: _____ Name of Disaster: _____

Delivery Order #: _____

Bill of Lading/Manifest #: _____

Delivery Site Name & Address: _____

Transportation Contractor: _____ Trailer #: _____

Transport Carrier: _____ Truck #: _____

Drivers Name (Please Print): _____

Ice Company Name: _____ Supplier #: _____

Date and Time of Loading: Date: _____ Time: _____

Loading Site (City): _____ Amount (Pounds): _____

SECTION B (To be completed by U.S. Army Corps of Engineers Representative at Delivery Site)

INITIAL DELIVERY SITE

Date-In: _____ Time-In: _____

Signature: _____ Name (Print): _____

Date-Out: _____ Time-Out: _____

Signature: _____ Name (Print): _____

Reason, if difference between time-in & time-out exceeds Four (4) hours: _____

AMOUNT DELIVERED:

Total Pounds _____ # Total Pallets _____

U.S. Army Corps of Engineers On-Site Representative:

Signature: _____ Date: _____

Print Name Job Title Employer: _____

All Blanks must be completely filled in. This document must be provided with an accurate bill of lading to the Contractor on-site representative Listed below and the Ice Mission Manager:

Name of Contractor Representative: _____

Remarks/Comments (use back of form as needed): _____

APPENDIX B

ADDITIONAL GROUND MILEAGE INFORMATION NO: _____

SECTION A (To Be Completed by Contractor)

USACE Contract #: _____ Name of Disaster: _____

Delivery Order #: _____

Bill of Lading/Manifest #: _____

New Delivery Site Name & Address: _____

Transportation Contractor: _____ Trailer #: _____

Transport Carrier: _____ Truck #: _____

Drivers Name (Please Print): _____

Date and Time of Loading: Date: _____ Time: _____

Initial Delivery Site: _____ Amount (Pounds): _____

SECTION B (To be completed by U.S. Army Corps of Engineers Representative at Delivery Site)

INITIAL DELIVERY SITE

Date-Out: _____ Time-In: _____

Signature: _____ Name (Print): _____

Time-Out: _____

Signature: _____ Name (Print): _____

Amount Shipped: # Total Pounds _____ # Total Pallets _____ Odometer _____

U.S. Army Corps of Engineers On-Site Representative:

Signature: _____ Date: _____

Print Name Job Title Employer _____

Reason, if difference between time-in & time-out exceeds Four (4) hours:

SECTION C (To be completed by U.S. Army Corps of Engineers Representative at Delivery Site)

NEW DELIVERY SITE

Date-Out: _____ Time-In: _____ Signature: _____

Name (Print): _____

Time-Out: _____ Signature: _____

Name (Print): _____

Amount Delivered: # Total Pounds _____ # Total Pallets _____ Odometer _____

U.S. Army Corps of Engineers

On-Site Representative:

Signature: _____ Date: _____

Print Name Job Title Employer _____

Reason, if difference between time-in & time-out exceeds Four (4) hours:

All Blanks must be completely filled in. This document must be provided with an accurate bill of lading to the Contractor on-site representative listed below and the Ice Mission Manager:

Name of Contractor Representative: _____

Remarks/Comments (Use back of form as needed):

APPENDIX C

REFRIGERATED STORAGE INFORMATION NO: _____

SECTION A (To Be Completed by Contractor)

USACE Contract #: _____ Name of Disaster: _____

Delivery Order#: _____ Ice Storage Trailer #: _____

Delivery Site Name & Address: _____

Sub-Contractor: _____

REFRIGERATED STORAGE TRAILER DELIVERY

SECTION B (To Be Completed by U.S. Army Corps of Engineers On-Site Representative)

START OF RENTAL: Date In: _____ Time In: _____

U.S. Army Corps of Engineers On-Site Representative

Signature: _____

Print Name Job Title Employer _____

Capacity in Pallets: _____

REFRIGERATED STORAGE TRAILER OPERATION

SECTION C (To Be Completed by U.S. Army Corps of Engineers On-Site Representative) If none, enter N/A

START OF SERVICE: Date: _____ Time: _____

U.S. Army Corps of Engineers On-Site Representative

Signature: _____

Print Name Job Title Employer _____

REFRIGERATED STORAGE TRAILER OPERATION

SECTION D (To Be Completed by U.S. Army Corps of Engineers On-Site Representative) If none, enter N/A

END OF SERVICE: Date: _____ Time: _____

U.S. Army Corps of Engineers On-Site Representative

Signature: _____

Print Name Job Title Employer _____

REFRIGERATED STORAGE TRAILER PICK-UP

SECTION E (To Be Completed by U.S. Army Corps of Engineers On-Site Representative)

END OF RENTAL: Date Out: _____ Time: Out: _____

U.S. Army Corps of Engineers On-Site Representative

Signature: _____

Print Name Job Title Employer _____

All blanks must be completely filled in. This document must be provided with an accurate Bill of Lading to the Contractor on-site representative listed below and to the Ice Mission Manager.

Name of Contractor Representative: _____

Remarks/Comments (Use back of form as needed): _____

APPENDIX D

DRAYAGE INFORMATION NO: _____

Section A (To Be Completed by Contractor)

USACE Contract #: _____ Name of Disaster: _____

Delivery Order#: _____

Delivery Site Name & Address:

Tractor Power Unit (Truck) #: _____ Trailer #: _____

Transportation Sub-Contractor: _____

Section B (To Be Completed by U.S. Army Corps of Engineers On-Site Representative)

START OF SERVICE: Date In: _____ Time In: _____

U.S. Army Corps of Engineers On-Site Representative

Signature: _____

Print Name Job Title Employer _____

END OF SERVICE: Date Out: _____ Time Out: _____

U.S. Army Corps of Engineers On-Site Representative

Signature: _____

Print Name Job Title Employer

All blanks must be completely filled in. This document must be provided with an accurate Bill of Lading to the Contractor on-site representative listed below and to the Ice Mission Manager.

Name of Contractor's Representative (Print Name): _____

Remarks/Comments (Use back of form as needed):

APPENDIX E

LOADING/UNLOADING BY FORKLIFT NO: _____

SECTION A (To Be Completed by Contractor)

USACE Contract #: _____ Name of Disaster: _____

Delivery Order#: _____

Delivery Site Name & Address: _____

Forklift #: _____

Forklift Sub-Contractor: _____

SECTION B (To Be Completed by U.S. Army Corps of Engineers On-Site Representative)

START OF SERVICE: Date In: _____ Time In: _____

U.S. Army Corps of Engineers On-Site Representative

Signature: _____

Print Name Job Title Employer _____

END OF SERVICE: Date Out: _____ Time Out: _____

U.S. Army Corps of Engineers On-Site Representative Signature: _____

Print Name Job Title Employer _____

All blanks must be completely filled in. This document must be provided with an accurate Bill of Lading to the Contractor on-site representative listed below and to the Ice Mission Manager.

Name of Contractor's Representative (Print Name): _____

Remarks/Comments (Use back of form as needed):

APPENDIX F

LOADING/UNLOADING - LABORER NO: _____

SECTION A (To Be Completed by Contractor)

USACE Contract #: _____ Name of Disaster: _____

Delivery Order#: _____

Delivery Site Name & Address: _____

Worker Name: _____

Labor Sub-Contractor: _____

SECTION B (To Be Completed by U.S. Army Corps of Engineers On-Site Representative)

START OF SERVICE:

Date In: _____ Time In: _____

U.S. Army Corps of Engineers On-Site Representative

Signature: _____

Print Name Job Title Employer _____

END OF SERVICE: Date Out: _____ Time Out: _____

U.S. Army Corps of Engineers On-Site Representative

Signature: _____

Print Name Job Title Employer _____

All blanks must be completely filled in. This document must be provided with an accurate Bill of Lading to the contractor on-site representative listed below and to the Ice Mission Manager.

Name of Contractor's Representative

(Print Name): _____

Remarks/Comments (Use back of form as needed):

Appendix A-C

Forms & Instruction

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MOB FOSA - POD Truck & Trailer Tracking Sheet -----QA NAME: _____							
Location: _____							
Address: _____							
County/Parish: _____							
GPS Coordinates: _____							
POC: _____							
POC Telephone: _____							
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)	
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To			
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)	
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To			
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)	
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To			
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)	
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To			
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)	
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To			
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)	
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To			

SAMPLE
Action Officer Progress Report
ESF#3

Date: 12 Sept 2005 / 2000

FEMA Mission Assignment: Hurricane Katrina Water

Current Status:

FEMA had previously suspended water deliveries to the theater effective 1800 10 Sep 05 through 1800 12 Sep 05. The suspension of deliveries to the theater was extended at 1700 today to be in force through 1800 13 Sep 05. We are concentrating at this time to pre-positioning water for Hurricane Ophelia and to place water in storage facilities.

Next 24 hours:

1. Assure delivery of pre-positioning and storage orders.
2. Continue efforts with Force Com on identifying a method to meet bulk water needs.
3. Continue to monitor contract performance
4. Develop a plan for moving water into storage so that both ice & water can minimize waiting charges and stay within warehouse capabilities to unload.

Problems/Hot Issues:

1. Timely reporting of deliveries of water.
2. Reaching/exceeding storage capacities of OSAs.
3. Concerns with storage capacity & offloading rates
4. Need to get visibility at warehouses & pre-positioning sites

Today's Priorities:

1. Determine warehouse-stocking plan in conjunction with Ice Team.
2. Re-evaluate plans to redirect product not "on wheels" into 4 warehouses to avoid capacity issues at OSAs
3. Adjust redirection as needed.

Ben Lockey & Mike Keyspan
Hurricane Katrina ESF-3 Water Team AOs

SAMPLE
Closeout Plan for Water Mission
Hurricane Isabel
Pre-Declaration 7220SU-VA-COE-NAD-03
Post-Declaration 1491-DR-VA-NAD-12

Mission: Pre-declaration Water 7220SU-VA-COE-NAD-03, \$250,000.
Post-declaration Water 1491-DR-VA-NAD-12, \$7,500,000.

Mission Statement: On 15 September 2003 a pre-declaration mission was issued to the Corps to activate and pre-position a Water Planning and Response Team (PRT) and Subject Matter Expert (SME) to provide event specific planning and preparation, as directed by FEMA. The Water PRT was also directed by FEMA to procure, transport and pre-position \$100,000 of bottled water. The pre-declaration mission was revised on 17 September 2003 by FEMA ROC III to purchase an additional \$100,000 of bottled water. On 19 September 2003, the Corps was issued a post-declaration mission to procure, transport and distribute bottle/bulk water to the affected areas, as directed by FEMA.

Background: Under the pre-declaration mission, the New England District Water PRT deployed to Richmond, VA and the Vicksburg District SME deployed to FEMA ROC III. The Water PRT and SME were fully deployed by 17 September 2003. A total of 22 truckloads (100,000 gallons) of bottled water were pre-positioned at the Mobilization Center at Fort AP Hill. Following landfall of Hurricane Isabel and Presidential Declaration, pre-positioned water was transported to various delivery sites within the disaster area and turned over to the state to fulfill initial demands for potable water. Under the post-declaration mission, an additional 456 truckloads (2.17 million gallons) of bottled water were procured and transported to various locations, as directed by FEMA.

Summary: A total of 478 truckloads (2.27 million gallons) of bottled water were procured, of which, 322 truckloads (1.53 gallons) were delivered to various staging and distribution sites in the affected area and turned over to the state for distribution to the public. Thirteen (13) truckloads (60,000 gallons) of bottled water were used to backfill the FEMA Logistic Centers in Rockville, MD; Edison, NJ; Fort Worth, TX; Forest Park, GA; and Moffett Field, CA. Four (4) truckloads (20,000 gallons) were delivered to the US Navy at Camp Peary, Little Creek, and Yorktown. A total of 139 truckloads (660,000 gallons) of excess bottled water were transported to 2 warehouses in Hampton, VA for storage. The last shipment of water arrived at the mobilization center at Fort Eustis on 26 September 2003. The last deliveries to affected areas were completed on 1 October 2003, and the last truckload of excess water was placed in storage on 2 October 2003.

Remaining Actions: The Water PRT has completed reconciliation of delivery information forms, which will be turned over to the CENAO Contracting Officer for supporting documentation for Contractor payments.

Mission Closeout: A Mission Closeout Letter to be signed by the FEMA Infrastructure Branch Chief is included as Enclosure 1. The CENAE Water PRT is to be released and deployed home.

David Goodyear
Water Action Officer

Date: _____

Kelley Clarkson
ESF#3 Team Leader

Date: _____

Stan Bellows
CENAT EOC EM

Date: _____

SAMPLE CLOSEOUT LETTER

ESF #3 (Public Works and Engineering)

Date: 2 October 2003

MEMORANDUM FOR: Infrastructure Section Chief,

SUBJECT: Physical Completion of Mission 1491DR-VA-COE-NAD-12 Post-Declaration Water Mission

1. On 19 September 2003, ESF#3 was tasked by FEMA to procure, transport and deliver bottled/bulk water as directed by FEMA in response to Hurricane Isabel. Approximately 2.17 million gallons of bottled water were procured, of which, 1.43 million gallons were delivered to various staging and distribution sites within the disaster area and turned over to the state for distribution to the public. Approximately 60,000 gallons of bottled water were used to backfill the FEMA Logistic Centers in Rockville, MD; Edison, NJ; Fort Worth, TX; Forest Park, GA; and Moffett Field, CA. A total of 20,000 gallons of bottled water were delivered to the US Navy at Camp Peary, Little Creek and Yorktown. Beginning on 29 September 2003, approximately 660,000 gallons of excess water were transported to two warehouses in Hampton, Virginia for storage.
2. This mission is considered physically complete with the exception of fiscal close out. Upon completion of the fiscal review, excess funding will be returned and the mission closed out.

Kelley Clarkson
ESF #3 Team Leader
US Army Corps of Engineers

Daniel Second
Infrastructure Branch Chief, FEMA

Concur: _____

Date: _____



TASKING REQUEST & ASSIGNMENT FORM

 Amendment ☐
 Cancelled ☐

Tasker Number:	LRC- OPHELIA-044			Time (EST)	1800	Date	9/15/05
Check appropriate boxes		Resource	<input checked="" type="checkbox"/>	Transportation	<input checked="" type="checkbox"/>	Other	
Type:	SU <input type="checkbox"/>	SU-	EM <input type="checkbox"/>	EM-	DR <input checked="" type="checkbox"/>	DR-3254-EM	
	NSSE <input type="checkbox"/>		Exercise <input type="checkbox"/>				
Originator:	DFO/JFO <input type="checkbox"/>	NDMS <input type="checkbox"/>	Log <input checked="" type="checkbox"/>	Planning <input type="checkbox"/>	EHU <input type="checkbox"/>	Other:	
Name:				Phone			Fax
Priority:	Life Saving <input type="checkbox"/>	Life Sustaining <input type="checkbox"/>	High <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	Normal <input type="checkbox"/>		
Describe Task:	Request Movement only of six (6) trailers of ICR and six(6) Trailers of Water (12 Total)						
Pickup Information:	Date of Pickup:	9/15/05		Time of Pickup:	1930		
Origin:	Emporia, VA						
POC:	William Wallis			Phone	703-547-7580	Fax	
Delivery Information:	Date of Delivery:	9/15/05		Time of Delivery:	2130		
Destination:	Rocky Mount State Warehouse 1040 Dozier Rd. Rocky Mount, NC 72804						
POC:	Willie Rey			Phone	251-895-4120	Fax	
Delivery Information:	Date of Delivery:			Time of Delivery:			
2 nd Destination:							
POC:				Phone		Fax	
Commodity Detail(s)			Weight (lbs.)	Bar Code	Dimensions (l x w x h)		
Water/ICE							
Comments: Pre Position assets at state warehouse for pending deployments to affected area							
Manufactured Home/Travel Trailer Information (When Applicable)							
Number of Axes:		Type of Electrical Hook-Up:	4-Pin Flat <input type="checkbox"/> 5-Pin Round <input type="checkbox"/> 6-Pin Round <input type="checkbox"/>	7-Pin Round <input type="checkbox"/> Hard-wired <input type="checkbox"/> Other <input type="checkbox"/>	Type of Brake System:	Hydraulic Surge <input type="checkbox"/> Electric Controller <input type="checkbox"/> Battery Breakaway <input checked="" type="checkbox"/>	
Approvals/Routing		Name		Signature		Date	
Assigned to:		ESF-3				9/15/05	
Approved by:		Hurst				9/15/05	
Other:							
Copy forwarded to: 1. Provider/Source 2. Coord. & Planning 3. Resource Tracking 4.							
Provide Resource Tracking Data to the LRC when completed.							
Action Taken: Amendment <input type="checkbox"/>							
Prepared by:	Name	Harrington		Time (EST):	1800	Date:	9/15/05
Closed by:	Name			Time (EST):		Date:	

Action Request Form

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY ACTION REQUEST		See Reverse for Paperwork Disclosure Notice	OMB. No. 1660-0047 Expires November 30, 2007
I. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Requestor's Name (Please Print)		2. Title	3. Phone No.
4. Requestor's Organization		5. Fax No.	6. E-Mail Address
II. REQUESTED ASSISTANCE (To be completed by Requestor)			
1. Description of Requested Assistance:			
2. Quantity	3. Priority <input type="checkbox"/> Lifesaving <input type="checkbox"/> High		<input type="checkbox"/> Lifesaving Sustaining <input type="checkbox"/> Medium
4. Date and Time Needed			
5. Delivery Site Location		6. Site Point of Contact (POC)	
		7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature			10. Date
III. SOURCING THE REQUEST – REVIEW/COORDINATION (Operations Section Only)			
1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> Log Review by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____		2. <input type="checkbox"/> Donations <input type="checkbox"/> Other (Explain) <input type="checkbox"/> Requisitions <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Agreement	
3. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No		4. Date	5. Time Assigned
6. Action Request ESF#		7. Assigned to	
IV. STATEMENT OF WORK (Operations Section Only)			
1. OFA Action Officer		2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Officer		5. 24 Hour Phone No.	6. Fax No.
7. Justification/Statement of Work			
8. Estimated Completion Date		9. Cost Estimate	
V. ACTION TAKEN (Operations Section Only)			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Accountable Property Coordinated with APO			
Disposition			
TRACKING INFORMATION (FEMA Use Only)			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization)	State	Date/Time Submitted	

FEMA Form 90-136, NOV 04

National Ice-Water EELs									
Ice					Water				
Mission Assignment Number			End Date (MA Form)		Mission Assignment Number			End Date (from MA Form)	
1606DR-TX-COE-SWD-04			9/25/2005		1606DR-TX-COE-SWD-05			9/25/05	
Original (Amendment #: 00)			9/29/2005		Original (Amendment #: 00)			9/29/05	
Amendment 01			9/30/2005		Amendment 01			9/30/05	
Amendment 02			10/24/2005		Amendment 02			10/24/05	
Amendment 03			1/18/2006		Amendment 03			1/18/06	
Amendment 04					Amendment 04				
Amendment 05					Amendment 05				
Cumulative:			\$11,000,000.00		Cumulative:			\$11,000,000.00	
Last 24 Hours			Next 24 Hours						
ice			ice						
water			water						
250			235						
229			235						
FEMA ORDERED									
RECEIVED									

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Commodities Mission SOP

Updated 2008-02-01

1. **Purpose.** This SOP details procedural guidance on how to perform the Commodities (Ice & Water) Missions during the four phases of the disaster operations (Preparedness, Activation, Execution and Mission Transition and Closeout)

2. **Applicability/Responsibility.**

- a. Process Owner. SWD Southwestern Division
- b. Process Team.
 - SAW Wilmington District
 - SPN San Francisco
 - SWG Galveston District
 - LRE/LRC Detroit District/Chicago District
 - MVR Rock Island District
 - NWS Seattle District
 - NAO Norfolk District
- c. Customer. Federal Emergency Management Agency

3. **Intergovernmental Team.** FEMA, States, U.S. Forestry Service, DOT, DOD, various other ESF agencies, tribal and other sovereign entities, U.S. Territories, and private industry.

4. **Staffing and Other Resource Requirements.**

- a. Mission PRT Composition and Description of Duties.
- **Commodities Action Officers (AO)** – The Commodities Action Officer works in the ERT-A/JFO and reports to the ESF #3 Team Leader. Commodities AO will be responsible for one State and 24 hour operations should be anticipated. Minimum requirement for initial deployment should be two (2) AOs.

Responsibility. During Preparedness Phase Serves as PRT team leader to coordinate administration, training, and preparation to deploy to an event. During Activation Phase, notifies the team members of deployment dates and locations. During Execution Phase, continues to coordinate administration for the deployed team. Serves on the ESF #3 Management Team as an ESF #3 TL's staff member to interface with FEMA, State and other agency counterparts to develop/coordinate new and ongoing mission requirements. Develops mission taskers based on FEMA's direction and transmits these taskers to the Commodities Mission Manager, Liaison at Impacted District, the National Action Officer and the National Mission Managers. Provides

technical assistance and strategic planning to the State. During Mission Transition and Closeout Phase coordinates team's release from FEMA and responding organization and ensures all mission files at the JFO are organized and provided to the ESF #3 ATL.

- **Commodities Mission Manager (MM)** – The Commodities Mission Manager works at the Federal Operational Staging Area (FOSA), impacted District or RFO designated to support the Commodities mission.

Responsibility. During Preparedness Phase, attends training as required. During Activation Phase, determines deployment locations through FEMA Logistics. During Execution and Mission Transition and Closeout Phases, serves as the project manager for the mission. Primary function is mission execution, however, provides information to National MM and the team's liaison to the Impacted District. Manages team members supporting the Commodities mission.

- **Commodities Mission Specialist (MS)** – The Commodities Mission Specialist works for the Commodities MM at the FOSA, impacted District or RFO designated to support the Commodities mission. Minimum requirement for initial deployment should be two (2) MS.

Responsibility. During Preparedness Phase, attends training as required. During Activation Phase, performs duties as tasked by Commodities Mission Manager. During Execution and Mission Transition and Closeout Phases, serves as the mission data administrator. Supports National MM in developing information and pay estimate documentation to track contractor earnings and for use in closeout effort. Primary function is mission execution, however, supports Commodities Mission Manager in providing information to National MM and the Impacted District Liaison.

- **District Liaison (DL)** – The Commodities District Liaison works for the Commodities MM at the impacted District or RFO designated to support the Commodities mission.

Responsibility. During Preparedness Phase, attends training as required. During Activation Phase, performs duties as tasked by Commodities Mission Manager. During Mission Execution phase, primary function is keeping impacted district informed on mission execution.

- **Commodities Site Manager (CSM)** – The Commodities Site Manager(s) works for the Commodities MM, at the FOSA/RSA designated to support the Commodities mission.

Responsibility. During Preparedness Phase, attends training as required. During Activation Phase, deploys to FOSA and performs duties as tasked by

Commodities Mission Manager. Responsible for managing commodities FOSA/RSA QAs at FOSA(s), providing “just in time” training (includes safety brief) of FOSA/RSA QAs at FOSA/RSA and providing commodities data to the Commodities Data Specialist.

- **Commodities Data Specialist (CDS)** – This Data Specialist works for the Commodities Site Manager, at the FOSA/RSA identified to support the Commodities mission. Minimum requirement for initial deployment should be three (3) CDS.

Responsibility. During Preparedness Phase, attends training as required. During Activation Phase, deploys to FOSA/RSA and performs duties as tasked by the Commodities Site Manager. Responsible for coordination with commodities FOSA/RSA QAs internal to the FOSA/RSA and providing FOSA/RSA commodities data to the Commodities Mission Manager.

- **Commodities QA Supervisor (QAS)** – Commodities QA Supervisor works for the Commodities MM.

Responsibility. During Preparedness Phase, attends training as required. During Activation Phase, deploys to RSA and performs duties as tasked by the Commodities Mission Manager. Responsible for managing commodities POD QAs at POD(s), providing “just in time” training (includes safety brief) of POD QAs and providing POD commodities data to the Mission Manager.

- **Commodities QA (QA)** – The Commodities QA works for Commodities Site Manager if stationed at FOSA/RSA or works for the Commodities QA Supervisor if stationed at a POD.

Responsibility. During Activation Phase, deploys to FOSA/RSA and performs duties as tasked by the Commodities Site Manager or Commodities QA Supervisor. Will receive “just in time” training from Commodities Site Manager or Commodities QA Supervisor. Responsible for verifying deliveries, counting inventory, processing shipments of commodities and collecting required paperwork at FOSA(s)/RSA(s)/POD(s) and providing commodities data to the Commodities Site Manager.

5. Planning Considerations.

- Personnel must be familiar with contractor quality control plan.
- Identification/Management/Capacity of Mobilization Sites.
- Personnel and Equipment Requirements at FOSA, RSA and PODs.
- Training of appropriate personnel in the receiving and accountability process of all commodities (USACE, FEMA, State and donated).
- Commodities PRT members are typically deployed on a 45-day rotation. The Commodities team is responsible for coordinating the rotation of team

members. Rotation of team members should be staggered to insure continuity. Overlap of team during rotation should be 2-3 days.

6. Procedures (Actions by USACE, FEMA, State/Tribal, Locals, and Industry)

a. Preparedness

HQUOC:

- (1) Maintains PRT rotational assignments in ENGLink .
- (2) Monitors PRT readiness, conducts weekly update at the UOC brief, and ensures timely resolution of deficiencies with Lead Division.
- (3) Provides funding for PRT training in coordination with the Readiness Support Center.

Commodities Lead Division (SWD):

- (1) Provides leadership and mentoring to the designated Commodities PRT districts.
- (2) Advises Lead Division Commander and Senior Staff, monthly, on PRT concept and PRT status.
- (3) Advises Commodities PRT Parent Division of any readiness deficiencies.
- (4) Provide status on PRT readiness to HQ USACE.
- (5) Serve as proponent for PRT training curriculum, in coordination with the Readiness Support Center.
- (6) Review and screen District PRT trainee list for compliance with established qualification standards and team templates.
- (7) Ensure PRTs have been adequately trained and equipped for deployment.
- (8) Ensure PRT database for personnel is current.
- (9) Develop and maintain Commodities Mission SOPs.
- (10) Develop and maintain a list of Commodities PRT Subject Matter Experts (SME).
- (11) Conduct quarterly teleconferences with all Commodities PRTs.
- (12) Compile lessons learned from each event and share with other teams.
- (13) Develop and maintain Commodities Mission Doctrine Guide.
- (14) Establish the Commodities PRT composition.

Commodities PRT District EOC:

- (1) Select personnel and maintain team staffing, with alternates. Ensure that all team members complete the Statement of Understanding Form shown in the Appendix including signature of their supervisors, and the District Commander. Ensure all team members have appropriate shots, travel cards, and medical screening with a Clearance Code D or DFC.
- (2) Maintain current list and status of team members in ENGLink .
- (3) Maintain team deployment data.
- (4) Provide team equipment and supplies.
- (5) Ensure team members attend initial and refresher PRT training, and that train-the-trainer programs are conducted for alternate team members.
- (6) Keep team informed on pending response deployments and status.
- (7) Coordinate for support as required by District staff:
 - Resource Management
 - P2, CEFMS and ENGLink
 - Travel support
 - QA personnel support
 - Safety/Security

PRT Members:

- (1) Complete Statement of Understanding Form, including the signature of their supervisor and District Commander.
- (2) Maintain Personnel Data Sheet (PDS) in ENGLink .
- (3) Complete Medical Screening in ENGLink .
- (4) Complete/maintain medical requirements (shots/medications).
- (5) Attend initial and refresher PRT training/certification.
- (6) Team members should be familiar with the National Water/Ice Commodities Mission Doctrine Guide, ACI Water/Ice Contract, and ENGLink.

b. Activation

FEMA NRCC:

Activates the Regional Response Coordination Center (RRCC).

FEMA RRCC:

- (1) Develops Mission Assignments and provides funding to impacted Division for the Commodities PRT for deployment.

- (2) Issues taskers to impacted Division for deployment/activation of Commodities PRT with copies to HQUOC and ESF #3 TL at NRCC. Pre-declaration funds are provided by FEMA to the appropriate Division, in the form of a Mission Assignment (MA). The scope of the mission will be defined on the MA. Pre-declaration emergency Commodities funding in the amount of \$200,000 for each team deployed should be established (assumes the establishment of two FOSAs).
- (3) Identifies deployment locations, Mob Centers, FOSAs and POC information (including phone numbers).

HQ UOC:

- (1) Coordinate with Impacted Division on Commodities PRT to be activated.

Commodities Lead Division (SWD):

- (1) Maintain awareness of the disaster situation and assist in the determination of resources required to accomplish the Commodities mission.

Commodities PRT District EOC:

- (1) Resource taskers for additional personnel, if needed.
- (2) Upon notification from RRCC/Impacted Division through ENGLink of Commodities PRT deployment, coordinate with AO to select appropriate team composition and notify team members of deployment status.
- (3) Accept MA from Impacted Division and develop labor codes and travel orders for Commodities PRT members.
- (4) Coordinate deployment details to include travel orders, deployment location, points-of-contact, transportation requirements, and lodging for the Commodities PRT.
- (5) Notify National Ice & Water teams of deployment schedule, location and POC cell phones.

Deploying Commodities PRT:

- (1) Prior to deployment, members of the Commodities PRT should perform the following activities:

Action Officer

- (1) Work with EM to ensure proper composition of Commodities PRT and assume leadership role.

- (2) Compile a list of team cell phone and pager numbers.
- (3) Confirm scope of mission with the RRCC and inform team.
- (4) Confirm transportation and lodging arrangements with ESF#3 Team Leader.
- (5) Notify National Ice & Water Action Officers of deployment schedule, location and POC cell phones.

Mission Manager

- (1) Confirm scope of mission with AO.
- (2) Ensure Commodities PRT deploys properly equipped (see checklist).
- (3) Ensure appropriate District support personnel notified/available.
- (4) Confirm team transportation and lodging arrangements with FEMA Logistics, impacted District EM and Action Officer.
- (5) Notify National Ice & Water Mission Manager of deployment schedule, location and POC cell phones.

District Liaison, Commodities Site Manager, Commodities Data Specialist , Commodities QA Supervisor and Commodities QA

Deploy with equipment shown on checklist for these positions.

- (2) Upon arrival at the deployment site, the Commodities AO, MM and CSM should perform the following activities:

Commodities Action Officer

- (1) Notify home District EM of arrival at deployment site.
- (2) Establish communications with other Commodities PRT members.
- (3) Establish contact with the ERT-A ESF 3 Team Leader and Assistant Team Leader to coordinate office space, equipment and work schedule.
- (4) Establish contact with other Emergency Support Function (ESF) representatives.
- (5) Establish contact with FEMA and State contacts.
- (6) Notify National Ice & Water Action Officer of arrival, location, POC cell phones and landlines.

Commodities Mission Manager

- (1) Notify home District EM of team arrival at deployment site.

- (2) Establish communications with other Commodities Action Officers/Mission Managers and Water/Ice PRT members.
- (3) Notify National Ice & Water Mission Manager of arrival, location, POC cell phones and landlines.

Commodities Site Manager

- (1) Establish contact with the FEMA FOSA Manager to coordinate available office space, equipment and area for staging pre-positioned commodities.
- (2) Establish communications with Commodities Mission Managers and provide a description of delivery site including address and accurate directions.
- (3) Coordinate with and direct Commodities Data Specialist and QA.

c. Execution

NRCC:

- (1) National Ice & Water AOs will conduct daily conference calls with appropriate team members, (Commodities AOs & MMs as a minimum).
- (2) Utilize Commodities models for pre-positioning of 72 hours supply requirements.
- (3) Logistics Response Center (LRC) coordinate with RRCC/JFO to identify State Commodities requirements.

RRCC:

ESF #3 Team Leader

- (1) Coordinate with Logistics/Ops Chief on the issuance of State mission assignments and funding levels.
- (2) Develop strategic plans.
- (3) Coordinate with ESF #3 TL at NRCC and ESF #3 TL at ERT-A to provide mission status.

ERT-A/JFO:

Commodities Action Officer

- (1) Accept taskers from FEMA and provide direction to Commodities Mission Manager
- (2) Coordinate with appropriate ESF functions (DOT, DOD, DOE, etc.), the National Action Officer and National Mission Manager

- (3) Participate in daily coordination conference calls with National and Commodities Teams.
- (4) Develop and provide commodities status reports
- (5) Develop and provide daily report to ESF #3 Team Leader
- (6) Provide input to Incident Action Plan
- (7) Provide Technical Advice to FEMA and State on Commodities Mission
- (8) Develop and provide strategic planning guidance
- (9) In coordination with FEMA and the State, ensure the public is notified of locations and operating hours of the PODs on a daily basis. This should be done through the Joint Information Center (JIC).

FOSA/Impacted District (preferred location is at FOSA if communication is available):

Commodities Mission Manager

- (1) Serves as project manager responsible for mission execution, determining staffing requirements, tracking of commodities personnel and overall team coordination.
- (2) Receives taskers from Commodities AO and if necessary, works with National Mission Manager for any additional contracting requirements.
- (3) Issues taskers to Commodities Site Manager(s) for movement of commodities.
- (4) Prepares scopes of work and cost estimates.
- (5) Schedules and tracks commodities deliveries and distributions.
- (6) Tracks Commodities mission funds.
- (7) Tracks status of each tasker.
- (8) Sole source of information for input into the SITREPS and ENGLink (in the impacted District's database) concerning the status of the Commodities mission.
- (9) Coordinates with National Commodities Manager at MOB sites to confirm status (inventory, deliveries, etc.) of commodities.
- (10) Ensure capability to store, load, unload, move and distribute commodities at FOSA/RSA/POD.
- (11) Collects and verifies accuracy of Delivery Information Sheets for transfer to the National Contracting Specialist.
- (12) Monitors contractor's performance and advises National MMs of contractual options and remedies related to performance.
- (13) Provides copies of taskers to National Mission Managers for information.

Commodities Mission Specialist

- (1) Assist the MM and to perform the role of the MM in the absence of the MM.
- (2) Tracks water/ice delivery, inventory and movement information from Commodities Site Managers.

District Liaison

Liaison between the Commodities PRT and the impacted District

FOSA/RSA :

Commodities Site Manager

- (1) The Commodities SM is responsible for supervision and “just in time” training (includes safety brief) of Commodities QAs working at their site.
- (2) Functions as Team Liaison with FEMA FOSA manager. Coordinate with FEMA for specific FOSA requirements or restrictions (security, etc.).
- (3) Receives copies of taskers and contract delivery orders from the Commodities MM.
- (4) Responsible for accuracy of information on commodities inventories, deliveries, movement and storage.
- (5) Reports information to Commodities MM and FEMA FOSA Manager
- (6) Manage shipments of water/ice in coordination with the Commodities MM.
 - a. Directs movement of USACE commodities
 - b. Coordinate movement of non-USACE Water/Ice with FEMA and other support agencies
- (7) Reports staging area capabilities to Commodities MM.
- (8) Maintain proper accounting necessary for upward reporting and contractor payments.
- (9) Provide SITREP input to Commodities MM.
- (10) Collects and verifies accuracy of Delivery Information Sheets for transfer to the Commodities Mission Manager.
- (11) Monitors contractor’s performance and advises Commodities MM

Commodities Data Specialist

- (1) Reports to the Commodities Site Manager

- (2) Responsible for receipt of delivery sheets from FOSA/RSA QAs
- (3) Responsible for the timely and accurate entry of pertinent data related to the commodities delivery and movement

Commodities QA Supervisor

- (1) Reports to the Commodities Mission Manager.
- (2) Supervises POD QAs at PODS.
- (3) The Commodities QA Supervisor is responsible for supervision and “just in time” training (includes safety brief) of their POD QAs.
- (4) Collects and verifies accuracy of Delivery Information Sheets from the POD QAs at the PODS for transfer to the Commodities Mission Manager.
- (5) Monitors contractor’s performance and advises Commodities MM.
- (6) Establishes contact with Local Government Liaisons (LGL) in impacted counties in reference to the PODS. QAS needs to relay issues to the Mission Manager. The LGLs should be located in the county EOC. Commodities MM will provide a list of the LGLs in the impacted counties.
- (7) Assures resources are available for mission accomplishment in a safe manner.

FOSA/RSA QA

- (1) Reports to the Commodities Site Manager.
- (2) Completes and collects copy of Delivery Information Sheets from truck drivers.
- (3) FOSA/RSA QA must conduct inspection to confirm commodities shipment matches Delivery Information Sheets information and meets contractual requirements.
- (4) Upon unloading FOSA/RSA QA will perform visual inspection of Commodities shipment to include quantity, packaging and expiration date of Commodities.

POD:

POD QA

- (1) Reports to the QA Supervisor.
- (2) Completes and collects copy of Delivery Information Sheets from truck drivers.
- (3) Collects copy of Bill of Lading from truck drivers.

- (4) Ensures POD Manager confirms commodities shipment matches Delivery Information Sheets information.
- (5) Upon request, provides technical information to local officials on POD set-up and operation.
- (6) Commodities QA will perform visual inspection of Commodities shipments to include quantity, packaging and expiration date of Commodities.

d. Mission Transition

- The Commodities PRT continue normal operations until such a time as the operation becomes manageable by state agencies and/or FEMA. During that time, the Commodities PRT will organize its current mission documents and records and coordinate with the National Ice and National Water teams to transfer all original Corps contracted documents (water/ice truck tickets, Bills of Lading, and spreadsheets) pertinent to their respective mission's financial close-out. The Commodities PRT will keep copies of all documents.
- The Commodities PRT will organize and provide all original mission documents and records (water/ice truck tickets, Bills of Lading, spreadsheets), with respect to FEMA supplied commodities (ice/water), to FEMA logistics to facilitate their mission's operation and/or close-out.
- The Commodities PRT Action Officer will provide an ESF#3 Team Leader approved transition plan to FEMA (Infrastructure Branch Chief or Operations Section Chief) for approval. This plan shall include (but not be limited to) general mission information, pre-declaration, post declaration and current mission status, end state description, points of contact (local and national), disposition of documentation and a recommended schedule for the transition. (See general appendix)

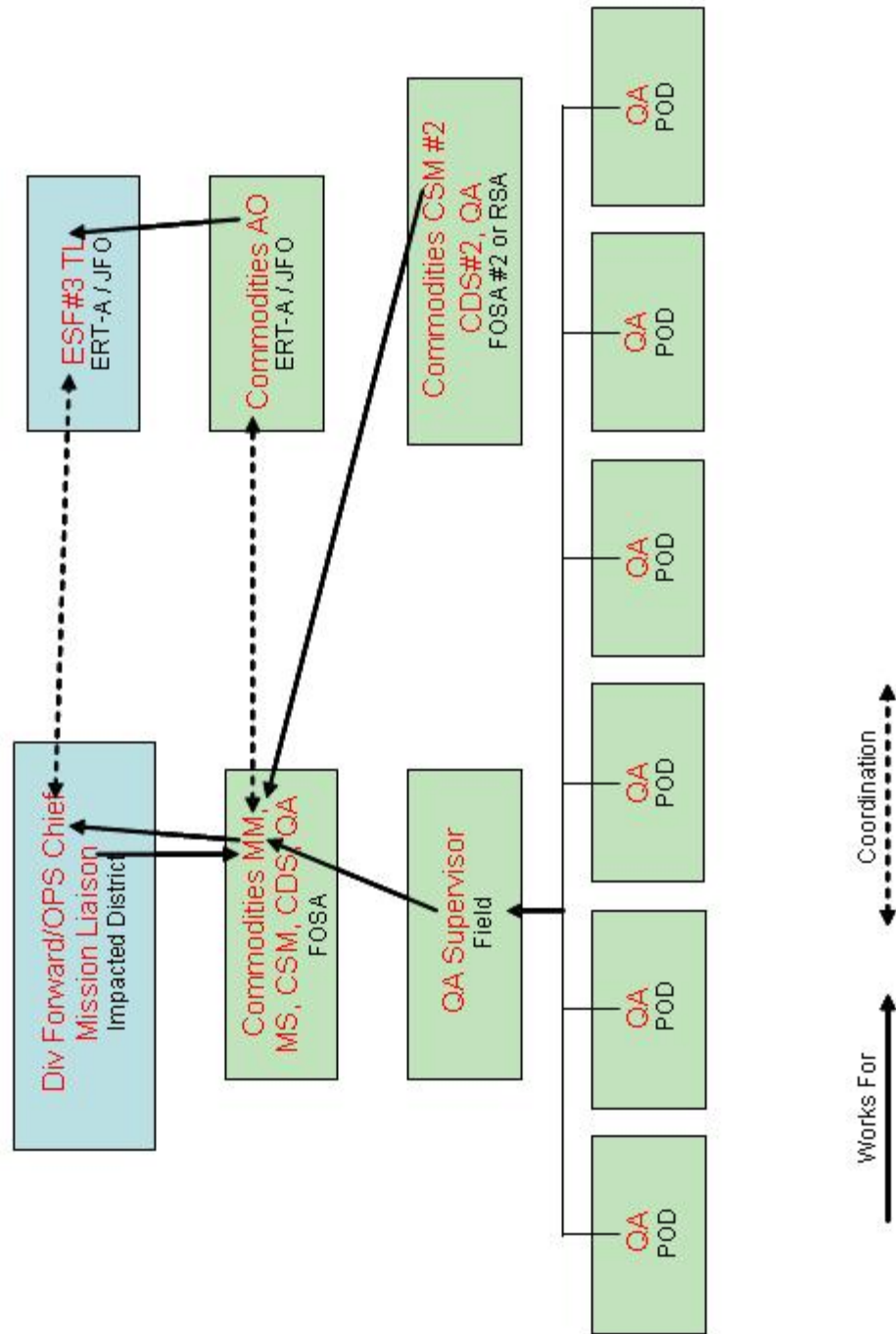
e. Closeout

- The transition document shall become a closeout document only when all of the respective commodities (Corps and non-Corps) have been distributed, stored or otherwise disposed of, in the state for which you are responsible.

7. Appendices.

- a. Organization Chart
- b. Commodities PRT Composition
- c. Commodities PRT EEIs
- d. Example of Transition document
- e. Copy of Reports (Specialized QA Reports, list of mission data elements, etc.

COMMODITIES PRT ORGANIZATION CHART



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Commodities PRT Composition

The team is comprised of a management cell and QA elements. This team size is designed for a high category 2 hurricane hitting Florida, where we expect that one FOSA and one State staging area will be opened prior to landfall. Larger events will need to be evaluated for the appropriate level of personnel needed for response.

Management cell

POSITION	DAY SHIFT	NIGHT SHIFT	DAY DEPLOYED
Action Officer	1	1	D-5
Mission Manager	1	0	D-5
Mission Specialist	1	1	D-5
District Liaison	1	0	D-5
Commodities Site Mgr	2	0	D-5
Commodities Data Spec	2	1	D-5
QA Supervisor	1	0	D-5
SUBTOTAL PERSONNEL	9	3	

QA Elements

POSITION	NUMBER REQUIRED	DAY DEPLOYED
FOSA/RSA QA	12	D-5
POD QA	8	D-2
SUBTOTAL QA PERSONNEL	20	

Total Team Deployment Timeline

Personnel Deployed on D-5	24
Additional personnel deployed on D-2	8
Total personnel deployed in field as of D-2	32

The QA members required to be listed in ENGLink are not dedicated members of the team. The QAs are still available to deploy on other missions. They are listed in ENGLink because there is not sufficient time to go through the ENGLink recruitment process on a Pre-Dec MA. This allows easy contact of potential QAs in time to

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deploy within six hours of notice. If the required number of QAs is not available within the District, an alternative to find available QAs would be to go to the last Commodities team in rotation and call the listed QAs.

Required Team to be shown in ENGLink. Each position must have a unique name.

DAY SHIFT POSITIONS	NIGHT SHIFT POSITIONS	ALTERNATE POSITIONS
Action Officer Day	Action Officer Night	Action Officer Alternate
Mission Manager		Mission Manager Alternate
Mission Specialist Day	Mission Specialist Night	Mission Specialist Alternate
District Liaison		Use alternate AO, MM, MS for alternate
Commodities Site Manager 1		Commodities Site Manager Alternate
Commodities Site Manager 2		
Commodities Data Specialist 1	Commodities Data Specialist 3	Commodities Data Specialist Alternate
Commodities Data Specialist 2		
QA Supervisor		
QA 1		QA Supervisor Alternate
QA 2		QA 21
QA 3		QA 22
QA 4		QA 23
QA 5		QA 24
QA 6		QA 25
QA 7		QA 26
QA 8		QA 27
QA 9		QA 28
QA 10		QA 29
QA 11		QA 30
QA 12		
QA 13		
QA 14		
QA 15		
QA 16		
QA 17		
QA 18		
QA 19		
QA 20		

Essential Elements of Information (EEl)s

Commodities EEl's for (state)																									
Mission Assignment Number		1606DR-TX-COE-SWD-04																							
		Funding												Projected End Date (from MA Form)											
Original (Amendment #: 00)		\$300,000.00												9/25/2005											
Amendment 01		\$0.00												9/29/2005											
Amendment 02		\$50,000.00												9/30/2005											
Amendment 03		\$0.00												10/24/2005											
Amendment 04		\$50,000.00												1/18/2006											
Amendment 05																									
Cumulative:		\$400,000.00																							
		Last 24 Hrs				Next 24 Hrs																			
		ice		water		ice		water																	
STATE REQUIREMENT		250		235		250		235																	
STATE DISTRIBUTION		229		235																					
ON-HAND		Current Inventory								Received Last 24 Hrs								CUM RECEIVED							
FOSAs		FEDERAL				STATE				OTHER SOURCES				FEDERAL				STATE				OTHER SOURCES			
		ice		water						ice		water						ice		water					
		Corps		FEMA		Corps		FEMA		Corps		FEMA		Corps		FEMA		Corps		FEMA		Corps		FEMA	
FOSA JAX		255		300		0		0		10		12		120		150		0		0		10		12	
FOSA Duke		80		75		0		0		8		6		125		100		0		0		8		6	
FOSA Homestead		25		23		0		0		0		2		15		5		0		0		0		2	
TOTAL FOSAs		360		0		398		0		0		0		18		20		260		0		255		0	
ON-HAND		Current Inventory																							
LSAs/RSAs		FEDERAL				STATE				OTHER SOURCES															
		ice		water						ice		water						ice		water					
		Corps		FEMA		Corps		FEMA		ice		water		ice		water		ice		water		ice		water	
LSA Lakeland		111		120		69		36		15		9													
LSA Saufley		102		100		125		100		5		4													
LSA Miami		15		5		26		30		5		6													
TOTAL LSAs		228		0		225		0		220		166		25		19									
PODs		Last 24				Next 24																			
# of PODS open		84				75																			
# requiring commodities		75				75																			
		ice		water		ice		water																	
Total POD requirement		162		170		162		170																	
Total Shipped to PODs		162		170																					
PODS ran out of Commodity		0		0																					
Current Inventory		165		177																					
GRAND TOTALS		Current Inventory		Received Last 24 Hrs		Distributed Last 24 Hrs		TOTAL RECEIVED																	
		ice		water		ice		water		ice		water		ice		water									
		1016		1005		278		275		223		235		278		275									
NOTES:																									
1. This does not show the state last 24 hour receipt of commodities. These are accounted for in the current inventory.																									

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Example of Transition Document (Ensure this is changed to reflect the Commodities Mission)

ESF #3 (Public Works and Engineering)

14 October 2005

MEMORANDUM FOR FEMA, Region VI
ATTN: Meegan Nagy, TL

SUBJECT: ESF #3 Water Mission Closeout Plan

1. General

On 28 August 2005, FEMA issued a mission assignment to the U. S. Army Corps of Engineers (USACE) to activate ESF #3 and provide technical assistance as the Deputy Public Assistance officer for water. The AO is tasked with coordinating with FEMA Log, National Guard, and State to develop a commodity distribution process. The Water and Ice PRTs were later tasked to coordinate and monitor movement of ALL commodities, including water, ice, MREs, and tarps. This support was requested from the State due to their inability to muster the resources and expertise to accomplish this mission.

Hurricane Katrina:

Hurricane Katrina made landfall as a category IV storm in Plaquemines Parish, LA on August 29, 2005. The approximate time of Landfall was 0610 (CT) with wind speeds recorded 140 mph in southeastern Louisiana. Louisiana experienced 8-10 inches of rainfall and the coast was hit with a 20 to 25 foot storm surge that carried a 10 foot surge into Lake Ponchartrain topped with winds causing 5-7 foot waves.

The President signed a Major Disaster Declaration, FEMA-1603-DR-LA, on 29 August 2005 for the State of Louisiana. It provides Individual Assistance for 64 parishes and Public Assistance for 52 parishes.

Hurricane Rita:

Hurricane Rita made landfall on September 24, 2005 at 02:38 CDT as a Category 3 hurricane, near the Texas/Louisiana border between Sabine Pass, Texas, and Johnson's Bayou, Louisiana as a Category 3 hurricane with 120 mph (193 km/h) winds with storm surge of 10 feet.

On Friday, September 23, well prior to landfall the next day, rising water due to Hurricane Rita was pouring through breaches in a patched levee in New Orleans' already hard-hit 9th Ward as reported by the Army Corps of Engineers. Water entered the Ninth Ward over two 32 ft wide patches in the Industrial canal levee as of approximately 9:00 A.M. CDT on Friday, September 23. Water in the Ninth Ward was reported to be waist-deep at 11:00 A.M. CDT on Friday. By approximately 5:00 P.M. CDT, water had begun gushing through another leak in the patched London Avenue Canal into the surrounding Gentilly neighborhood. Some pumping stations were abandoned. As of Saturday night, September 24, water from a 150-foot gap in the Industrial Canal levee had some areas of the Ninth Ward under eight feet of water.

As disaster operations have shifted from response to recovery modes, this document outlines the plan for transition of functions to the physical closure on the support of the ESF #3 mission.

The following paragraphs outline the mission assignment. The section will include a discussion of Request for Federal Assistance Action, Current Status, End State, Mission Financial closeout and recommendation for transition of responsibilities as applicable.

2. Pre-Dec Water Mission

Hurricane Katrina:

Emergency Water #7720-SU-AL-COE-SAD-24 (AL), \$30,000

On 27 August 2005, verbal funding authority was given for the following Mission. Emergency Water #7720-SU-AL-COE-SAD-24 (AL):

Activation and pre-positioning of the Water Planning and Response Team (PRT) was provided for event specific planning and preparation as directed by FEMA. The action officer was deployed to the State EOC. The remainder of the PRT remained on standby and only ordered commodities if directed. FEMA has adequate pre-declaration commodities on hand.

Hurricane Rita:

National Water Mission (Pre-Dec)- #7220SU-COE-SWD-25 - \$2.5 M

On 22 September 2005, verbal funding authority for the following mission assignment has been ordered by Gary Moore at FEMA NRCC, for the US Army Corps of Engineers:

Activate and pre-position Water Planning and Response Team (PRT) to provide for event specific planning and preparation as directed by FEMA. Implement Advanced Contracting Initiative or other contracting process to procure, transport, and pre-position bottled/bulk water (in coordination with ESF#1, Transportation, and FEMA Logistics, as appropriate) to mobilization center(s) or other delivery sites. A subsequent mission assignment may be issued for post-declaration water needs if necessary.

The requirements for the process of procuring water changed from the MVM PRT to the National Team (New England PRT) located at the Wilmington District. The process was for the National Team to procure and backfill all water, based on the needs of the state, to the Mob Centers. The ACI Contractor for water, Lipsey Spring Water Company, was to provide all water to the Mob Centers, as directed. ESF-1 was tasked by FEMA to provide transportation from the Mob Centers to the FOSAs and/or (PODs) Points of Distribution identified by the state of Louisiana. The two FOSAs were identified at Barksdale AFB and Camp Beauregard.

Further change dictated that the process would now be for the ACI Contractor to provide all water to the staging areas (FOSAs) located in Louisiana and to the distribution points as directed.

The AO at the LA JFO continued coordinating with FEMA Log, National Guard, and the State ensuring water requirements were met. Daily requirements were forwarded to the National Team allowing them to monitor the burn rate. MVM's PRT Mission Manager was the POC for tracking water movements at the staging areas.

The National Team, at the Wilmington District, deployed their Logistics personnel to support MVM Logistics personnel on the ground at the staging areas. They are responsible for gathering all delivery ticket information from the water delivery trucks for payment information and reconciliation.

3. Post-Dec Water Mission

On 30 August 2005, verbal funding authority for the following Hurricane Katrina mission assignment that was ordered by Cony Metcalf at FEMA Region IV for the US Army Corps of Engineers for the Quantity of \$1,000,000 for activation and deployment of the Water Planning and Response Team (PRT). Utilizing the Advanced Contracting initiative, other contracting processes or other sources to acquire and transport (in coordination with ESF#1-Transportation and FEMA Logistics, as appropriate), and distribute bottled/bulk water to the affected areas, as directed by FEMA. In some cases trailers may be left in the field on a rotation

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basis to serve as distribution sites. USACE would release the drivers, tractors, and trailers when appropriate, in consultation with FEMA Logistics.

The National Water Planning and Response Team (PRT) was activated for Post-Dec for Hurricane Rita with \$9,000,000. Utilize the Advanced Contracting Initiative, other contracting processes or other sources to acquire and transport (in coordination with ESF #1 - Transportation and FEMA Logistics, as appropriate), and distribute bottled/bulk water to the affected areas, as directed by FEMA.

4. Current Status

The National PRT ordered a total amount of 5,600 truckloads of water for Hurricane Katrina and 1375 truckloads of water for Hurricane Rita. Approximately 2755 truckloads were received by the state.

As directed by FEMA, Wilmington District is shipping commodities to Americold warehouses in various states for storage. FEMA is planning to keep 40 truckloads of water at Barksdale AFB and 100 truckloads at Camp Beauregard to supply the state. That water is all FEMA water. There is no more Lipsey water in the state of Louisiana. The water supply will continue to be used, and reduced, until the inventory is depleted. When additional water is needed, the state will then submit their needs to FEMA and water will be shipped from the warehouse or storage facility, which FEMA will operate and distribute accordingly.

The mission is presently in the "closeout" phase. The Water PRT Management Cell will be deactivated on Thursday October 27. The Water PRT Logistic Personnel are presently located at Barksdale AFB and Camp Beauregard and will track commodities as they are shipped to distribution points. Logistics PRT at Baton Rouge will continue to collect the Bills of Lading at the RSAs and in the field.

4. End State

Water PRT Management Cell will return to their home District on 27 October 2005. Water PRT Logistics personnel will return to their home District upon complete certification of water inventory at Barksdale AFB and Camp Beauregard. The AO will return to his home District on the 28th of October. The AO and Logistic Specialist will report to Baton Rouge for out-processing and the Contract Specialist, Mission Manager and Mission Specialist will report to Memphis EOC for out-processing.

Before out processing, the logistics team leader at Barksdale AFB and Camp Beauregard and the Baton Rouge will organized and ship originals of all FEMA taskers, Bills of Lading and other documents to the National PRT in the Wilmington District.

Closeout of the Water Mission will be executed by the National PRT located at the Wilmington District.

Estimated Financial Mission Completion: 28 December 2005

Mission Progress Reporting: A Mission Assignment Monthly Progress Report to FEMA to include cost data is required if this mission exceeds 60 days to complete, including billing. This Progress Report can be accessed and submitted on-line at <http://www.fema.gov/ofm/maprpgress/>.

Recommended Transition Schedule:

The MVM Water PRT will continue normal operations until October 26. During that time, the MVM Water PRT will organize its own documents and coordinate with logistic team leader, Joe Lorinc (225-346-4164), to mail all documents to the National PRT at Wilmington District on September 26. The MVM Water PRT will depart to their home district on October 27.

Currently there are a total of 120 trucks at Barksdale AFB and 197 trucks at Beauregard. Excess trucks will be stored at the Americold at Ft. Smith, AR. The proposed 40 trucks at Barksdale and 100 trucks at Beauregard should supply the state for approximately 2 weeks.

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The Water AO is currently working with the National Logistic AO to develop a plan to supply the parishes once people return to their homes after the water team ends this mission. Actual burn rate will be re-calculated to determine the required supply at the FOSAs. The Americold facilities will be used to support the water needs of the state after the FOSAs are shut down. The process will consist of the counties submitting their requests to the warehouse facility, operated by FEMA, who will use their assets and resources to meet the water requirements by the counties.

Questions may be directed to Mr. Mike Nguyen at cell phone no. 312-259-8452 between the hours of 0700 and 1930,

Any additional assistance may be directed to the attached Point of Contact list.

Mike Nguyen
Water Mission Manager, Memphis
USACE

Patsy Fletcher, ESF #3 MVM EOC

Concur () Non-concur ()

Date: _____

Comments:

Major Vincent Navarre, DDE

Concur () Non-concur ()

Date: _____

Comments:

Meegan Nagy
ESF#3 Team Leader
Incident 1603-DR-LA

ESF #3 MVM EOC

Patsy Fletcher

Work 901-544-3401

Cell 901-409-9543

COMMODITIES PRT POINT OF CONTACT

Drew Benziger

Action Officer

Location: Baton Rouge, LA

Phone: (312) 259-8372 (Work Cell)

(225) 346-4163 (Office)

Fax: (225) 379-4001

E-mail: Andrew.R.Benziger@usace.army.mil

Carl Willecke

EOC

Location: Chicago District

Phone: (312) 860-0138 (Work Cell)

(312) 846-5354 (Office)

Fax: (312) 353-2384

E-mail: Carl.A.Willecke@usace.army.mil

Appendix B-D

Mike Nguyen

Mission Manager
Location: Memphis, TN
Phone: **(312) 259-8452** (Work Cell)
(901) 544-0791 (Office)
Fax: (901) 544-0832
E-mail: Mike.Nguyen@usace.army.mil

Yuki Shinbori

Mission Specialist
Location: Memphis, TN
Phone: **(312) 259-2937** (Work Cell)
(901) 544-0791 (Office)
Fax: (901) 544-0832
E-mail: Yuki.J.Shinbori@usace.army.mil

Robert Smalley

Logistics Specialist
Location: Camp Beauregard, LA
Phone: **(312) 259-8634** (Work Cell)
(318) 641-8876 (Office)
(318) 641-5635 (Office)
Fax: (318) 641-8856
E-mail: Robert.E.Smalley@usace.army.mil

John Leggett

Logistics Specialist
Location: Camp Beauregard, LA
Phone: **(312) 246-3051** (Work Cell)
E-mail: John.W.Leggett@usace.army.mil

Linda Zamarocy

Contracting Specialist
Location: Memphis, TN
Phone: **(312) 259-8617** (Work Cell)
(901) 544-0778 (Office)
(901) 544-0791 (Office)
E-mail: Linda.L.Zamarocy@usace.army.mil

**NATIONAL WATER PRT
POINT OF CONTACT**

Virginia Rynk (current), & Mark Anderson (left on Oct 13)

Wilmington District Water PRT
Phone: 910-251-4924
Fax: 910-251-4946

Dave Goodrich & Mike Tuttle

NRCC
Phone: 202-646-4261

**NATIONAL WATER PRT
POINT OF CONTACT**

Xxxx xxxx (current), & Silva Anderson (left on Oct 13, 2007)

AlbuquerqueWilmington District National Ice PRT
Phone:
Fax:

xxxxxxx & xxxxxxxxxxxx

NRCC
Phone: 202-646-xxxx

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FOSA - POD Truck & Trailer Tracking Sheet-----QA NAME:_____						
Location: _____						
Address: _____						
County/Parish: _____						
GPS Coordinates: _____						
POC: _____						
POC Telephone: _____						
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To		
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To		
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To		
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To		
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To		
Date	Truck #	Trailer #	Bill of Lading #	Commodity	Quan(liters)	Quan(lbs)
Odometer	Date/Time Arrived	Arrived From	Date/Time Depart	Depart To		

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POD Commodities Tracking Sheet----QA NAME_

POD Name

Address

County/Parish

GPS Coordinates

POC

POC Telephone

[illegible]

GENERAL APPENDICES

Pre-Disaster Planning

a. USACE.

The procurement and distribution of ice and water is accomplished with the utilization of a National Ice PRT, National Water PRT, and a Commodities PRT.

The National (Ice/Water) PRT's are activated/deployed based on an annual rotation schedule.

The Commodities PRT within the impacted Division will normally be the responding PRT unless otherwise directed by HQUSACE at the request of the impacted Division. In such cases, initial response will be accomplished by another Commodities PRT from outside the impacted Division boundaries based on a pre-determined rotational basis.

The following are planning/training responsibilities required of District Emergency Management Offices with an assigned National Ice/Water PRT or Commodities PRT:

- (1) Select team personnel, with alternates, to include Commander's approval.
- (2) Manage team deployment data.
- (3) Maintain and issue team equipment and supplies.
- (4) Assure team members (primary, night shift and alternates) are trained for PRT response to include initial and refresher PRT training.
- (5) Assure team members are familiar with the SOP.
- (6) Keep team informed on pending response deployments and status.

b. **State/Local Governments.** All district EMs should work closely with local/state agencies to ensure databases are maintained by the responsible agencies regarding the following:

- (1) Potential Mobilization staging areas.
- (2) Maps designating critical transportation routes and facilities.
- (3) An inventory of critical facilities (shelters, hospitals, etc) to include a brief description of each facility with points of contact and telephone numbers. (Locations in a compatible GIS coordinate system would facilitate distribution.)
- (4) Potential POD locations.

Disaster Assessment

The initial assessment will be accomplished by the Rapid Needs Assessment (RNA) Team. The initial assessment will provide a baseline for immediate needs for emergency water and ice. This assessment could identify the extent of requirements to hospitals, shelters and other mass care facilities. The information from the initial assessment along with the states ability to distribute water and ice will be used by the state and federal agencies to develop a procurement and distribution plan. The following is a sample of initial assessment criteria:

- (1) The availability of adequate quantities of potable water to sustain life.
- (2) The availability of adequate quantities of ice for food and medicine preservation and basic sanitation.
- (3) Status of power production and power distribution system.
- (4) The response capability of local public works and utilities departments.
- (5) Status of water treatment facilities and distribution systems.
- (6) Commercially available (local) sources of water and ice.

Special Coordination Issues

Updated 2008-02-01

a. Within the Joint Field Office (JFO). The Action Officer is the Commodities PRT POC for all mission specific coordination. The AO as the JFO POC should be kept aware of all issues coordinated in the field. Below are listed some of the basic purposes for coordination with the various ESFs at the JFO.

(1) ESF#1 (Department of Transportation). They can assist and facilitate the transportation of water, ice and materials to the disaster area. They can also provide transportation of water and ice from plants to staging areas and distribution sites, secure dry trucks, bulk water tanker trucks, refrigerated trucks and reefers to haul water and ice to distribution sites.

(2) ESF#4 (Forest Service). They can assist inventory management of commodities while using Federal staging and distribution sites.

(3) ESF#6 (American Red Cross). They can identify requirements for shelters and mass care sites. Mass care facilities may include public and private schools, day care, hotels and mental health facilities.

(4) ESF#7 (GSA). They can identify and procure available resources. This could include bottled and bulk water, bagged and block ice, coolers, ice storage reefers and other storage facilities.

(5) ESF#8 (US Public Health Service). They can identify requirements for health care facilities. This could include hospitals, public clinics, medical units and DMAT facilities. They can also provide assistance in testing the quality of water and ice and evaluation of commercial facilities.

(6) ESF#10 (EPA). They can provide technical assistance in testing the quality of water, bagged and block ice. They can also provide evaluations of commercial plants.

(7) ESF#11 (Department of Agriculture). They can facilitate distribution of commodities and are a source to validate requirements at mass feeding sites. It should be noted that requirements for commodities at mass feeding sites are usually developed by ESF#6.

(8) Defense Coordinating Officer (DCO). Is the POC for coordinating and requesting any military support. They can determine if there are available resources (trucks for transportation and troop labor) to support specific taskings and provide support requirements for troops in the field. They can also provide transportation, reefers, and assist with the distribution of commodities.

b. Operations Remote from the JFO. Commodities PRT routinely interfaces with the following organizations in the field due to delivery, distribution or other support . All requirements (initial and changes/updates) are routed through the appropriate channels (local, county, state, FEMA) for approval, funding and prioritization. It is imperative that we adhere to this process. Field personnel have direct access to local responders, therefore, it is tempting for responders to try to short circuit the established process for requesting assistance by trying to modify requirements directly with field staff.

- (1) Military units. Coordination is necessary for issued tasks that could include operation of storage sites, transportation of ice and quality assurance testing. Tasks performed must be previously issued through the ESF#3 Team Leader to the DCO.
- (2) Local government (public works, EM, fire, police, sanitation permits). USACE anticipates having Local Government Liaisons (LGL) at the county level. These folks may be available to provide information on the local PODS from the county perspective of the operation.
- (3) Volunteer Agencies (VOLAG).
- (4) Vendors.
- (5) Shelter managers. They can verify inventories and requirements.

Notification, Activation and Deployment

1. Notification.

Notification is the act of placing PRTs on alert. This can come from two entities, the Division of which the PRT is a part, or by HQ USACE UOC.

a. Divisions (specifically Division Commanders) can respond to an emergency with their own organic PRTs. If this is the case, the affected Division will notify its organic (internal) PRT that they have been placed on alert and should be ready to deploy within six hours. This will be done by phone call from the Division EM to the District EM with the necessary PRT.

b. HQ USACE UOC will place PRTs on alert for support to impacted Divisions that choose, for whatever reason, NOT to use their organic PRTs. This will be done by phone call from the UOC and secondly (with possible lag time) by updating the team readiness on the PRT management page in ENGLink.

Individual team members should notify their family, supervisors, and anyone else they deem appropriate that they may soon be scheduled to deploy. Each person should accomplish all necessary personal preparations at home and prepare a turnover plan for the government work they have ongoing and coordinate this plan with their supervisor.

2. Activation.

Activation occurs when a PRT has been given direction to deploy to a specific event. All normal work stops at this point and all effort shall be directed at necessary steps to deploy. Those steps may include:

- a. Contact ESF#3 TL at disaster location
- b. Contact impacted district EM
- c. Assure mission funding
- d. Determine each person's destination
- e. Travel orders (either written or verbal)
- f. Round trip flight tickets
- g. Rental Cars
- h. Securing Lodging
- i. Locating and contacting POCs at the TDY location
- j. Contacting National Ice & Water and deployed Commodities PRTs

3. Deployment

Deployment occurs when you leave your home district (or begin working on an emergency mission at your district).

Logistics Support at Mob Centers and FOSAs

Updated 2008-02-01

a. **Management of Staging Areas.** Management of the staging areas is a FEMA responsibility. However, USACE QA personnel are a part of the purple team at the staging areas. We are the managers for ice & water trucks. Additional USACE resources (Unified Logistics Agency (ULA)) may be involved at these locations.

b. **ULA Personnel.** ULA personnel may be requested to supplement the FEMA staff at Mob centers and FOSAs. These will be requested through FEMA channels to HQ UOC. When deployed to these locations, these personnel are a part of the FEMA staff, just like our team (CSM and his staff). The ULA personnel do not work for the CSM. The CSM continues to work for the mission manager and represent the Commodities team on the Mob center or FOSA management team. At no time should the Commodities personnel be considered to work for the ULA personnel at that site.

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Public Affairs. Public Affairs should be pro-active in supporting ice/water operations. PAO's should coordinate with the commodities AO's and National AO's to obtain information.

USACE PAO should coordinate federal, state and local public affairs offices. This coordination should serve to inform other agencies regarding the status of the ice/water mission. Mission information to be coordinated should include distribution centers, amounts of ice/water ordered/distributed, status of local domestic water infrastructure, as well as other information of public interest regarding these commodities. Information regarding distribution centers should include open/close dates, hours of operation, addresses as well as other important information regarding distribution locations. News releases should be prepared in advance with a focus on radio announcements and fully coordinated with the Joint Information Center.

Any releases concerning suspected contamination of ice/water shall also be pre-coordinated with FEMA, HQ USACE, and appropriate State and Federal Health agencies prior to release.

Reporting. Upward reporting should be initiated and controlled by the MM. The MM will provide pre-identified Essential Elements of Information (EEIs) as detailed in the SOP in the responding district's SITREP in ENGLink and is the mission tracking database in ENGLink. The MM will also maintain, in appropriate format, all information required to execute the mission and document actions taken, whether required for upward reporting or not.

After Action. An important part of any mission is the self assessment and review of the team performance during the event. Development of written lessons learned and analysis is the responsibility of every team member. The goal of this effort is to provide a corporate memory of successes and failures which can be eventually integrated into training of future mission teams. Unbiased observations and recommendations will be solicited by the Individual Assistance and Assessment Team (IAAT) during and after the event. To assist in capturing documentation of problem areas and suggestions for improving future response missions, each employee responding should be provided a lessons learned form to provide input to the After Action Report. Written comments, including the lessons learned form from responding employees, and recommendations shall be forwarded to the action officer who will provide the combined comments to the IAAT.

After Action Review Input Form

(Personal Information is very helpful for follow-up but not required if anonymity is desired)

Name/POC:	Phone Number:
Organization:	E-mail:

Check applicable box(es)::

<input type="checkbox"/>	USACE Issue	<input type="checkbox"/>	Other Federal Agency/ESF Issue
<input type="checkbox"/>	FEMA Issue	<input type="checkbox"/>	Local Issue
<input type="checkbox"/>	State Issue	<input type="checkbox"/>	
<input type="checkbox"/>	Intergovernmental Issue	<input type="checkbox"/>	

Check applicable box:

☐ **ISSUE (AREA TO IMPROVE):** Enter a brief statement (1 or 2 sentences) to describe a problem. **OR**

☐ **SUCCESS (PRACTICE TO SUSTAIN):** Enter a brief description of a solution for national or corporate consideration.

Discussion: Provide background details regarding issue or success. Continue on page 2, if necessary.

Recommended Action(s): Enter potential solution/suggested steps. Continue on page 2, if necessary.

Short-Term:

Long-Term:

Obstacles to effecting Proposed Actions? (Include here.)

Recommended Proponent: Enter organization(s) you propose take action to resolve.

Discussion: *(continued)*

Recommended Action(s): *(continued)*

Mission Assignments/ARF's

Updated 2008-02-01

1. Pre-declaration Mission Assignments

Initial Pre-declaration Mission Assignments (MA) will normally originate from the FEMA Regional Response Coordination Center (RRCC) for Commodities Teams and from the National Response Coordination Center (NRCC) for National Ice & Water Teams. Dependent upon the nature of the event, pre-declaration MA's may be received from three to five days in advance of a predictable event such as hurricanes and coastal storms. The MA will be issued either verbally or written on a Mission Assignment form. If issued verbally, the ESF#3 Team Leader will document on a Verbal Mission Assignment Memo and then create an Action Request Form (ARF) for FEMA. This will be used by FEMA to generate the MA. Sample MA and ARF forms are attached. The ARF and subsequent MA specifies the scope of the mission and authorized funding. Prescribed MAs have been developed in coordination with FEMA to avoid potential mission definition problems and aid timeliness for issuance. The current pre-scripted mission assignments are worded as follows:

NOTE: The MA issued on your specific mission **MAY** be different than the pre-scripted MAs contained herein.

NATIONAL WATER (Federal Operations Support)

Description of Requested Assistance - Event specific planning and preparation for tracking and delivery of bottled water

Justification/Statement of Work. Activate National Water Planning and Response Team (PRT) to provide for event specific planning and preparation as directed by FEMA. Implement Advanced Contracting Initiative or other contracting process to procure, transport and pre-position bottled/bulk water (in coordination with Emergency Support Function #1, Transportation and FEMA Logistics, as appropriate) to mobilization center(s) or other delivery sites. All water will meet the certification requirements of the Federal government and the State and locality in which the water is being distributed. If an existing Federal inventory of water is to be used, certification of water quality through independent testing may be required. Trailers transporting water that arrive at a mobilization center(s) or other delivery sites may be staged through (date) until specific delivery instructions are provided. USACE will release the drivers, tractors and trailers when appropriate, in consultation with FEMA Operations and Logistics. A subsequent mission assignment may be issued for post-declaration water needs if necessary.

A Task Order will be prepared to direct specific activities within the scope of this mission assignment. (Task Orders may include personnel, resource movement, locations for delivery and duty stations.)

Note: The purpose of the Task Order is to direct specific activities within the scope of an existing mission assignment. A Task Order form may be used if no additional funding is needed and the scope of the existing mission assignment is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original Mission Assignment require the issuance of a new MA.

Cost Estimate: \$1.2M

\$200K

National PRT Activation

\$1M

Commodity Procurement

Twenty (20) personnel for seven (7) days. The personnel include Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, Mission Manager, Mission Specialist, Contracts personnel, Commodity Site Manager to receive the commodity at the Mobilization Center, Data Specialist, and QA personnel situated at the Mobilization Center. Funding will also support personnel required at the USACE National Water District to accomplish required reporting and tracking requirements. \$1M will cover contract costs to purchase, deliver, and unload 100 truckloads (1.8 M liters) of water and includes one operations manager (from contractor) to coordinate delivery, storage, and unloading. One truckload equals 18,000 liters and can be expected to serve approximately 5,000 people.

NATIONAL ICE (Federal Operations Support)

Description of Requested Assistance - Event specific planning and preparation for the tracking and delivery of bagged ice.

Justification/Statement of Work. Activate National Ice Planning and Response Team (PRT) to provide for event specific planning and preparation as directed by FEMA. Implement Advanced Contracting Initiative or other contracting process to procure, transport and pre-position bag ice (in coordination with Emergency Support Function #1, Transportation and FEMA Logistics, as appropriate) to mobilization center(s) or other delivery sites. All ice will meet the certification requirements of the Federal government, the State and locality in which the ice is being distributed. If an existing Federal inventory of ice is to be used, certification of quality through independent testing may be required. Refrigerated trucks (reefers) transporting ice that arrive at a mobilization center(s) or other delivery site(s) may be staged through (date) until specific delivery instructions are provided. USACE will release the drivers, tractors and reefers when appropriate, in consultation with FEMA Operations and Logistics. A subsequent mission assignment may be issued for post-declaration ice, if necessary.

A Task Order will be prepared to direct specific activities within the scope of this mission assignment. (Task Orders may include personnel, resource movement, locations for delivery and duty stations.)

Note: The purpose of the Task Order is to direct specific activities within the scope of an existing mission assignment. A Task Order form may be used if no additional funding is needed and the scope of the existing mission assignment is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original Mission Assignment require the issuance of a new MA.

Cost Estimate: - \$ 1.4M

\$200K	National PRT Activation
\$1.2M	Commodity Procurement

Twenty (20) personnel for seven (7) days. The personnel include Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, Mission Manager, Mission Specialist, Contracts personnel, Commodity Site Manager to receive the commodity at the Mobilization Center, Data Specialist, and QA personnel situated at the Mobilization Center. Funding will also support personnel required at the USACE National Ice District to accomplish required reporting and tracking requirements. \$1.2M will cover contract costs to purchase, deliver, and unload 100 truckloads of ice (4M pounds in reefers) and include one operations manager (from contractor) to coordinate delivery, storage, and unloading. Additional cost for stand-by time and daily operations of reefers is not included in this estimate. Expect one truckload, 40,000 pounds of ice, to serve 5,000 people (assuming 8 pounds/day/person).

COMMODITY TEAM (Federal Operations Support)

Description of Requested Assistance - Commodities mission management support for event specific planning and preparation at the Region/State level, as directed by FEMA.

Justification/Statement of Work Pre-position Commodities Planning and Response Team to provide for event specific planning and preparation at the Region/State level, as directed by FEMA. Provide Commodity mission management support to FEMA at the Federal Operations Staging Area (FOSA) to include the receipt of, tracking, reporting and distribution of commodities as directed by FEMA.

A Task Order will be prepared to direct specific activities within the scope of this mission assignment. (Task Orders may include personnel, resource movement, locations for delivery and duty stations.)

Note: The purpose of the Task Order is to direct specific activities within the scope of an existing mission assignment. A Task Order form may be used if no additional funding is needed and the scope of the existing mission assignment is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original Mission Assignment require the issuance of a new MA.

Cost Estimate: \$200K

Deploy 14 personnel Commodity Team Management Cell + QA's (Day & Night Shift) for seven (7) days, deploy 14 additional QA team members at D-2 for 2 days. Team member support to be provided to ERT-A/JFO, Federal Operations Staging Area. Team size is scalable due to number of FOSAs and distribution sites established.

Note: New wording has been submitted for this pre-dec PSMA as follows:

Deploy 24 personnel at D-5. Commodity Team Management Cell (AO, MM, MS, CSM#1, QAS) + Execution Cell (DL, CSM#2, 2 CDS's, 12 QA's (for FOSA) & Night Shift AO, MS, CDS) for up to six (6) days, deploy 8 additional QA team members (for PODs) at D-2 for 2 days. Team members support to be provided to ERT-A/JFO, Federal Operations Staging Area and impacted district. Team size is based on a CAT 2 hurricane, but is scalable due to number of FOSAs and, distribution sites established. Team has the capability to control commodities at one (1) FOSA on a 24 hour basis, or one (1) FOSA and one (1) LSA/RSA 12 hours/day and 25-30 PODs.

2. Post-declaration Mission Assignments

Post-declaration Mission Assignments may originate from either the RRCC or the JFO, if established. Upon issuance of a Post-declaration MA, work on the Pre-declaration Mission Assignment will cease and all future work and funding will be accomplished under post-declaration Mission Assignments. Efforts will be initiated to close-out the pre-declaration MA. The post-declaration MA may be received verbally or written in the form of a Mission Assignment (MA). Verbal MAs will be fully documented by the ESF#3 Team Leader with an MFR, and will be confirmed by FEMA with a follow-up MA. The MA specifies the scope of the mission and authorized funding. Pre-scripted MAs have also been developed in coordination with FEMA to avoid potential mission definition problems. The current pre-scripted mission assignments are worded as follows:

NOTE: The MA issued on your specific mission **MAY** be different than the pre-scripted MAs contained herein.

NATIONAL WATER (Direct Federal Assistance)

Description of Requested Assistance – Acquisition, transportation and distribution of bottled/bulk water.

Justification/Statement of Work Activate the National Water Planning and Response Team (PRT). Utilize the Advanced Contracting Initiative, other contracting processes or other sources to acquire and transport (in coordination with Emergency Support Function #1- Transportation and FEMA Logistics, as appropriate), and distribute bottled/bulk water to the affected areas, as directed by FEMA. In some cases, trailers may be left in the field on a rotation basis to serve as distribution sites. USACE will release the drivers, tractors, and trailers when appropriate, in consultation with FEMA Operations and Logistics. All water will meet the certification requirements of the Federal government and the State and locality in which the water is being distributed. If an existing inventory of water is to be used, certification of water quality through independent testing may be required.

A Task Order will be prepared to direct specific activities within the scope of this mission assignment. (Task Orders may include personnel, resource movement, locations for delivery and duty stations.)

Note: The purpose of the Task Order is to direct specific activities within the scope of an existing mission assignment. A Task Order form may be used if no additional funding is needed and the scope of the existing mission assignment is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original Mission Assignment require the issuance of a new MA.

Cost Estimate: - \$1.4M

\$400K	National Water PRT Activation
\$1M	Commodity Procurement

\$400K will activate a team of 20 personnel to cover 24 hrs operations for two weeks. The personnel include Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, Mission Manager, Mission Specialist, Contracts personnel, Commodity Site Manager to receive the commodity at the Mobilization Center, Data Specialist, and QA personnel situated at the Mobilization Center. Funding will also support personnel required at the USACE National Water District to accomplish required reporting and tracking requirements.

\$1M will cover contract costs to purchase, deliver, and unload 100 truckloads (1.8 M liters) of water and includes one operations manager (from contractor) to coordinate delivery, storage, and unloading.

One truckload equals 18,000 liters and can be expected to serve approximately 5,000 people.

NATIONAL ICE (Direct Federal Assistance)

Description of Requested Assistance - Acquisition, transportation and distribution of bagged ice.

Justification/Statement of Work Activate the National Ice Planning and Response Team (PRT). Utilize the Advanced Contracting Initiative, other contracting processes or other sources to procure, transport (in coordination with Emergency Support Function #1- Transportation and FEMA Logistics, as appropriate), and distribute bag ice to the affected areas, as directed by FEMA. In some cases, reefers may be left in field on a rotation basis to serve as distribution sites. USACE will release the drivers, tractors, and reefers when appropriate, in consultation with FEMA Operations and Logistics. If an existing inventory of ice is to be used, certification of quality through independent testing may be required. Tracking and monitoring of excess stock must be coordinated with FEMA.

A Task Order will be prepared to direct specific activities within the scope of this mission assignment. (Task Orders may include personnel, resource movement, locations for delivery and duty stations.)

Note: The purpose of the Task Order is to direct specific activities within the scope of an existing mission assignment. A Task Order form may be used if no additional funding is needed and the scope of the existing mission assignment is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original Mission Assignment require the issuance of a new MA.

Cost Estimate: \$1.6M

\$400K	National Ice PRT
\$1.2M	Commodity Procurement

\$400K will activate a team of 20 personnel to cover 24 hrs per day for two weeks. The personnel include Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, Mission Manager, Mission Specialist, Contracts personnel, Commodity Site Manager to receive the commodity at the Mobilization Center, Data Specialist, and QA personnel situated at the Mobilization Center. Funding will also support personnel required at the USACE National Ice District to accomplish required reporting and tracking requirements

COMMODITY TEAM (Direct Federal Assistance)

Description of Requested Assistance - Support the receipt, tracking, reporting and distribution of commodities at the Region/State level.

Justification/Statement of Work. Pre-position Commodities Planning and Response Team to provide for event specific planning and preparation at the Region/State level, as directed by FEMA. Provide Commodity mission management support to FEMA at the Federal Operations Staging Area (FOSA) to include the receipt of, tracking, reporting and distribution of commodities to the State and/or local distribution points as directed by FEMA.

A Task Order will be prepared to direct specific activities within the scope of this mission assignment. (Task Orders may include personnel, resource movement, locations for delivery and duty stations.)

Note: The purpose of the Task Order is to direct specific activities within the scope of an existing mission assignment. A Task Order form may be used if no additional funding is needed and the scope of the existing mission assignment is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original Mission Assignment require the issuance of a new MA.

Cost Estimate: \$500K

Based on deploying a 25-person Commodity Team for two weeks. Team member support to be provided to ERT-A/JFO, Federal Operations Staging Area. Team size is scalable due to number of FOSAs and, distribution sites established. Additional QA personnel and funding will be required upon determination of the number of Points of Distribution to be established.

If support to Distribution points is requested by the State, a separate Direct Federal Assistance mission will be required.

MFR for Verbal Mission Assignment (Example)

Memorandum for Record

SUBJECT: FEMA Verbal Mission Assignment

1. On _____, verbal funding authority for the following mission assignment has been ordered by _____ at FEMA Region _____ for the U.S. Army Corps of Engineers.

Mission:

FEMA Program Code: _____ - _____ (For pre-declaration the program code will be 7220-SU, for post-declaration the code will be either 3XXX-EM or 1XXX-DR)

Mission Assignment Number: COE - _____ - _____

Event and Name Description:

Disaster State (2 letter designation):

Estimated Completion Date:

Amount Authorized:

Total Amount Authorized for the Mission:

2. Funding for this mission assignment may be entered into the accounting system based upon a verbal authority. The funding citation is 06-9094-2501-D. The source appropriation is 70X0702. A written Mission Assignment (MA) will follow up this verbal mission assignment within 2-3 days.

U.S. Army Corps of Engineers

Appendix C-I

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY ACTION REQUEST		See Reverse for Paperwork Disclosure Notice	<i>OMB. No. 1660-0047</i> <i>Expires November 30,</i> <i>2007</i>
I. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Requestor's Name (Please Print)		2. Title	
		3. Phone No.	
4. Requestor's Organization		5. Fax No.	6. E-Mail Address
II. REQUESTED ASSISTANCE (To be completed by Requestor)			
1. Description of Requested Assistance:			
2. Quantity	3. Priority	<input type="checkbox"/> Lifesaving <input type="checkbox"/> High	<input type="checkbox"/> Lifesaving Sustaining <input type="checkbox"/> Medium
		<input type="checkbox"/> Normal	4. Date and Time Needed
5. Delivery Site Location		6. Site Point of Contact (POC)	
		7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature			10. Date
III. SOURCING THE REQUEST – REVIEW/COORDINATION (Operations Section Only)			
1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> Log Review by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____		2. <input type="checkbox"/> Donations <input type="checkbox"/> Other (Explain) <input type="checkbox"/> Requisitions <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Agreement	
3. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No		4. Date	5. Time Assigned
6. Action Request ESF#		7. Assigned to	
IV. STATEMENT OF WORK (Operations Section Only)			
1. OFA Action Officer		2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Officer		5. 24 Hour Phone No.	6. Fax No.
7. Justification/Statement of Work			
8. Estimated Completion Date		9. Cost Estimate	
V. ACTION TAKEN (Operations Section Only)			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Accountable Property Coordinated with APO			
Disposition			
TRACKING INFORMATION (FEMA Use Only)			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event No.	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization)	State	Date/Time Submitted	

Appendix C-I

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to be 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. Obligations to respond to this form is required to obtain or retain a benefit. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0047). **NOTE Do not send your completed form to this address.**

INSTRUCTIONS

Items on the Action Request form that are not specifically listed are self-explanatory. Indicate "see attached" in any field for which additional space or information is required.

I. Who is requesting assistance? Completed by requestor.

II. What needs to be done? Completed by requestor.

Description of Assistance Requested: Detail of resource shortfalls, statement of deliverable, or simply state problem/need.

Priority: The requestor's priority, which may differ from the priority in Box III.

Site POC: The person at the delivery site coordinating reception and utilization of the requested resources. 24-hour contact information required.

If for DFA or TA, State Approving Official: Signature certifies that:

- (1) State and local governments cannot perform, nor contract for the performance of the requested work;
- (2) Work is required as a result of the event, not a pre-existing condition; and
- (3) The State is providing the required assurances found in 44 CFR, 206.208.

III. Action Review/Coordination (OPS Section Use Only): Completed by the Operations Section Chief.

Accept/Reject: Operations Section Chief accepts or rejects the request; provide reason if rejection. If request accepted, coordination with others, i.e., Log, ESFs, begins to determine best means of fulfilling request. All involved in coordination should check appropriate box and initial or print their name.

Assigned to: Operations Section Chief assigns tasked origination. Operations Section Chief may also indicate the Action Officer if known, or the tasked organization may make this assignment. This may be Emergency Support Function, internal FEMA Organization (i.e., Logistics), or other organization.

Date/Time Assigned: Operations Section Chief provides date and time.

Priority: FEMA Operations Section Chief-assigned priority, may be different than Section II.

FEMA P.O.: Provided by Operations Section Chief; a Region PFT; 24-hr phone/fax required. Information used in NEMIS.

OFA Action Officer: Ops Section Chief obtains from OFA if request fulfilled by a MA; 24-hr phone/fax required. Information used in NEMIS.

Justification/Statement of Work: Description of task to be performed. Could be to assess a problem and report back, or could be to proceed with a specific action. If 61-1, 40-1, or MA, this goes in "justification" tab in NEMIS.

IV. Action Taken (OPS Section Use ONLY): Completed by Ops Section Chief, MAC, Logistics.

Action Request Results: Ops Section Chief, MAC, or LOG should note what type of document the action resulted in by "checking" the appropriate box; i.e., Mutual Aid, Donations, Requisition, Procurement, IA, MA, Other. If "Other" is selected write in appropriate response or state "see below" and give detail description in "Disposition" field. "Disposition" field should note steps taken to complete the Action, and personnel, sub-task agencies, contracts and other resources utilized.

TRACKING INFORMATION. Completed by Action Tracker. Required for all request.

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Ice Testing Requirements

Reference Ice contract, Section E.2 Inspection and Testing Data

Coordination has been made with appropriate public health agencies to establish protocol for Federal testing requirements of the ice product. Agencies involved in the establishment of testing requirements included the following:

U.S. Army Corps of Engineers (USACE)
Environmental Protection Agency (EPA)
Public Health Service (PHS)
Center for Disease Control (CDC)

The conclusion of the coordination efforts were that, based on vendor certification and quality assurance requirements in the SOW, the delivered ice should be assumed to be good. The SOW requires the vendor to deliver a pure product and based on the above, additional testing of the ice beyond the requirements contained in the SOW will not be a Federal requirement, unless there is reason to suspect that the product has been exposed to conditions which could potentially result in product contamination.

Ice will be tested for fecal and/or total coliform organism and Heterotrophic Plate Count (HPC). Total coliform shall not be greater than 2.2 organisms/100 ml using the Most Probable Number (MPN) method and not greater than 1 organism/100 ml using the Membrane Filtration (MF) method, as specified by the Packaged Ice Association (PIA). The HPC shall not exceed 500 colonies/ml.

Memorandum for Record:

7 June 1999

Subject: Conference Call To Establish Ice Testing Requirements

1. Purpose: A conference call was held on Friday, 4 June 1999 to discuss the establishment of testing procedures required for ice delivered during periods of emergency response immediately following a significant disaster event. Prior to the call, a draft scope of work (SOW) was distributed to all participants which detailed the quality control measures proposed for inclusion in a national contract for the purchase and delivery of ice to disaster victims.

2. Participants:

Participants included:

Ron Burger, CDC
Mark Gonitzek, PHS
Gary Pierce, FDA
Shelly Davis, FDA
Mark File, FDA
Gordon Golf, EPA
Bill Bokey, EPA
David Harris, COE

3. Summary

Mr. Harris briefly discussed the purpose of the conference call and proposed quality assurance measures contained in the contract scope of work. It was noted that the desired result of the conference call was to establish testing procedures should testing be required and to determine the requirement for testing in consideration of proposed quality control measures. Proposed quality control measures include:

Requirement for all plants to be fully certified by appropriate state and federal agencies.

Requirement to use public water system for ice production.

Requirement to clean and sanitize all transportation containers.

Requirement to package bagged ice in waxed cardboard boxes using hardwood or plastic pallets.

Ms. Davis noted that ice is not regulated like bottled water and that FDA does not have specific regulations for ice. Subsequent discussions however, concluded that the distributed ice was likely to be consumed. Mr. Gordon stated that the ice should meet the same standards as water and that he would provide the water standards to the Corps of Engineers (COE). Mr. File indicated the COE should specify these standards in paragraph C.4.0.3 of the SOW, and they should be the standards used in random sample testing. It was also noted that EPA does not certify testing labs and that the SOW should be revised to require use of state labs, or labs approved by state health agencies. Mr. Burger noted that regardless of testing requirements agreed upon by the Federal representatives participating in the call, individual states and/or local governments may still require testing.

4. Conclusions:

The conclusion of the conference call participants were that, based on vendor certification and quality assurance requirements in the SOW, the delivered ice should be assumed to be good. The SOW requires the vendor to deliver a pure product and based on the above, additional testing of the ice beyond the requirements contained in the SOW will not be a Federal requirement, unless there is reason to suspect that the product has been exposed to conditions which could potentially result in product contamination.

A follow-up conference call will be held at 0900 hours on 9 June 1999 to confirm contents of this memorandum.

Respectively submitted,

David C. Harris
Corps of Engineers

WATER TESTING REQUIREMENTS

1. Quality Control and Quality Assurance: The Contractor is responsible for controlling the quality of supplies provided or services performed under this contract and tendering to the Government for acceptance only those supplies or services that conform with the requirements of this contract. In addition, the Contractor must ensure and maintain substantiating evidence that vendors or suppliers of raw materials, parts, components, etc., have an acceptable quality control system and that the supplies or services conform to contract quality requirements, and furnish such information to the Government as required. Contract Clause 52.246-2 requires the Contractor to provide and maintain an inspection system acceptable to the Government covering supplies provided under this contract. The Contractor shall submit and shall readily maintain a Quality Control Plan, to include a complete description of the inspection system as described in Clause 52.246-2, to the Contracting Officer for review and approval within five (5) calendar days from award of the contract. Clause 52.246-2 is included below.

All water shall be produced, packaged, labeled, transported, stored and handled in accordance with Title 21, Code of Federal Regulations, Parts 101, 110, 129 and 165 and all other applicable Federal, state, and local laws and regulations. Any deviation must be authorized in writing by the Contracting/Ordering Officer.

2. Water Certification and Testing Results: The Contractor must maintain an inspection system that ensures the quality of bottled water to be provided under this contract. This requirement shall be satisfied by the Contractor obtaining copies of applicable certificates, licenses, notifications, permits, appraisals, inspection reports; annual chemical, physical and radiological analysis of source water; and results of any other testing of source water and bottled water from each bottled water producer from which bottled water is to be purchased under this contract. The contractor shall maintain these records throughout the term of this contract. The Contracting/Ordering Officer may request the Contractor to provide copies of this data on any or all bottled water subcontractors, at any time during the term of this contract. When requested, the Contractor shall provide this data within six (6) hours of such request by facsimile, email, or other means, unless the Contracting/Ordering Officer authorizes a different time period.

3. Bottled Water Certification Documentation: In addition to the product certification requirements in paragraph 2, upon issuance of a Delivery Order for bottled water, the Contractor shall obtain weekly bacteriological analysis of source water and product samples, the date of production and the date of expiration of the bottled water supplied under this contract. The Contractor shall maintain these records until completion and acceptance by the Government of all bottled water deliveries. The Contracting/Ordering Officer may request the Contractor to provide copies of this data, at any time during the performance of the Delivery Order, from any or all of the subcontractors providing bottled water under this contract. When requested, the Contractor shall provide this data within six (6) hours of such request

by facsimile, email, or other means, unless the Contracting/Ordering Officer authorizes a different time period.

The preferred method of providing water to disaster victims is by bottled water because the containers are usually stronger, easier to carry, and reduce opportunity for disease transmission as the water is consumed in a shorter period of time. In addition, a nationwide contract is already in place to provide the bottled water.

4. FDA Hold Notification: If the Contractor or its subcontractors receive notification from the United States Food and Drug Administration (FDA) that a shipment of bottled water has not been released for distribution, the Contracting/Ordering Officer shall be notified immediately. The Government will not be liable for any expenses or losses incurred by the Contractor due to such notifications. Before the Government will accept such a shipment of bottled water, it will be the responsibility of the Contractor to provide and forward a copy of the release notification from the FDA to the Ordering Officer.

5. OCONUS Considerations: The Government may order water produced to local standards for OCONUS locations. Water produced to Environmental Protection Agency (EPA) local standards may only be distributed for consumption within that island location, other islands within that island chain, or other island chains with identical EPA local standards. In order to assure that each pallet of water produced to EPA local standards for OCONUS locations is readily identifiable; the lettering shall be a minimum of 2" in height and shall be in all capital letters. Labels shall be placed under the interior of the outer-most layer of stretch-wrap. Labels are required on at least two sides of all pallets of bottled water.

6. 52.246-2 INSPECTION OF SUPPLIES--FIXED-PRICE (AUG 1996)

(a) Definition. "Supplies," as used in this clause, includes but is not limited to raw materials, components, intermediate assemblies, end products, and lots of supplies.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering supplies under this contract and shall tender to the Government for acceptance only supplies that have been inspected in accordance with the inspection system and have been found by the Contractor to be in conformity with contract requirements. As part of the system, the Contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the Government during contract performance and for as long afterwards as the contract requires. The Government may perform reviews and evaluations as reasonably necessary to ascertain compliance with this paragraph. These reviews and evaluations shall be conducted in a manner that will not unduly delay the contract work. The right of review, whether exercised or not, does not relieve the Contractor of the obligations under the contract.

(c) The Government has the right to inspect and test all supplies called for by the contract, to the extent practicable, at all places and times, including the period of manufacture, and in any event before acceptance. The Government shall perform inspections and tests in a manner that will not unduly delay the work. The Government assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor unless specifically set forth elsewhere in this contract.

(d) If the Government performs inspection or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the contract, the government shall bear the expense of Government inspections or tests made at other than the Contractor's or subcontractor's premises; provided, that in case of rejection, the Government shall not be liable for any reduction in the value of inspection or test samples.

(e)(1) When supplies are not ready at the time specified by the Contractor for inspection or test, the Contracting Officer may charge to the Contractor the additional cost of inspection or test.

(2) The Contracting Officer may also charge the Contractor for any additional cost of inspection or test when prior rejection makes reinspection or retest necessary.

(f) The Government has the right either to reject or to require correction of nonconforming supplies. Supplies are nonconforming when they are defective in material or workmanship or are otherwise not in conformity with contract requirements. The Government may reject nonconforming supplies with or without disposition instructions.

(g) The Contractor shall remove supplies rejected or required to be corrected. However, the Contracting Officer may require or permit correction in place, promptly after notice, by and at the expense of the Contractor. The Contractor shall not tender for acceptance corrected or rejected supplies without disclosing the former rejection or requirement for correction, and, when required, shall disclose the corrective action taken.

(h) If the Contractor fails to promptly remove, replace, or correct rejected supplies that are required to be removed or to be replaced or corrected, the Government may either (1) by contract or otherwise, remove, replace, or correct the supplies and charge the cost to the Contractor or (2) terminate the contract for default. Unless the Contractor corrects or replaces the supplies within the delivery schedule, the Contracting Officer may require their delivery and make an equitable price reduction. Failure to agree to a price reduction shall be a dispute.

(i)(I) If this contract provides for the performance of Government quality assurance at source, and if requested by the Government, the Contractor shall furnish

advance notification of the time (i) when Contractor inspection or tests will be performed in accordance with the terms and conditions of the contract and (ii) when the supplies will be ready for Government inspection.

(2) The Government's request shall specify the period and method of the advance notification and the Government representative to whom it shall be furnished. Requests shall not require more than 2 workdays of advance notification if the Government representative is in residence in the Contractor's plant, nor more than 7 workdays in other instances.

(j) The Government shall accept or reject supplies as promptly as practicable after delivery, unless otherwise provided in the contract. Government failure to inspect and accept or reject the supplies shall not relieve the Contractor from responsibility, nor impose liability on the Government, for nonconforming supplies.

(k) Inspections and tests by the Government do not relieve the Contractor of responsibility for defects or other failures to meet contract requirements discovered before acceptance. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.

(l) If acceptance is not conclusive for any of the reasons in paragraph (k) hereof, the Government, in addition to any other rights and remedies provided by law, or under other provisions of this contract, shall have the right to require the Contractor (1) at no increase in contract price, to correct or replace the defective or nonconforming supplies at the original point of delivery or at the Contractor's plant at the Contracting Officer's election, and in accordance with a reasonable delivery schedule as may be agreed upon between the Contractor and the Contracting Officer; provided, that the Contracting Officer may require a reduction in contract price if the Contractor fails to meet such delivery schedule, or (2) within a reasonable time after receipt by the Contractor of notice of defects or nonconformance, to repay such portion of the contract as is equitable under the circumstances if the Contracting Officer elects not to require correction or replacement. When supplies are returned to the Contractor, the Contractor shall bear the transportation cost from the original point of delivery to the Contractor's plant and return to the original point when that point is not the Contractor's plant. If the Contractor fails to perform or act as required in (1) or (2) above and does not cure such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure, the Government shall have the right by contract or otherwise to replace or correct such supplies and charge to the Contractor the cost occasioned the Government thereby.
(End of clause)

Containerized Ice Plant (CIP)

1. The Containerized Ice Plant (CIP) consists of a self-deployable, containerized operations system capable of producing, storing and packaging potable ice. The system is located in Ft. Polk, Louisiana. The equipment is deployed on a 40-foot trailer and is capable of producing 10,000 pounds of ice/day packaged in 20-pound bags. Equipment is also available for producing dry ice, for the preservation of Class 1 items, and potable water. The equipment for producing and packaging water is available on a deployable platform. Although the equipment for producing the dry ice is not yet on a deployable platform, the equipment may be made available should the need arise.

2. Additional information concerning these resources can be obtained from the following point of contact:

Rick Long
FORSCOM, Logistics and Readiness,
Building No. 200,
Fort McPherson, Georgia, 30330
Phone (404) 464-5370

BULK WATER CONSIDERATION

1. The preferred method of providing water to disaster victims is by bottled water because the containers are usually stronger, easier to carry, and reduce opportunity for disease transmission as the water is consumed in a shorter period of time. In addition, a nationwide contract is already in place to provide the bottled water.

2. Situations may arise where the Corps will be tasked with providing bulk water either for consumption or shower/washing facilities. Quality assurance is essential to the success of these types of missions. Several options for providing bulk water are available:

a. ESF #1 (DOT) can provide tank trucks for hauling bulk water and/or use at distribution points. If a tank truck is used for distribution, it should be fitted with a means of distribution. Usually this is accomplished with a pipe manifold containing at least six hose bibs for individuals to fill containers. Some of the truck vendors can supply the pipe manifold. ESF #8, Health & Medical Services, can work with the appropriate state agency to locate safe public water systems for refilling the trucks and to determine the testing requirements necessary.

b. The military and National Guard have water buffaloes that can be used at distribution points. Water buffaloes and fixed tanks are easily refilled using tank trucks.

c. Reverse Osmosis Water Purification Units (ROWPU) can purify large quantities of water at a cost of less than a penny per gallon. ROWPUs are available for purchase or lease commercially or may be government furnished. Government furnished ROWPUs include those available from military (active and National Guard) units. A military ROWPU detachment is typically equipped with ten ROWPUs, each capable of producing 3,000 gallons of potable water per hour. Detachments are typically equipped with a two (2) million gallon storage capability and equipment to pipe water up to approximately 20 miles. Access to National Guard ROWPUs is through the State. The state is responsible for Mobilizing their National Guard ROWPUs. Any requirement for active military ROWPUs should be coordinated at the JFO by the ESF #3 Action Officer to the DCO.

3. A distinction needs to be made between the normal water requirements for all purposes used by a population and emergency potable water supplies required to support life. The water mission is mainly concerned with the emergency supply, until normal supplies and distribution systems can be re-established following a disaster. The emergency supply is normally supplied in liter bottles. This supply can be supplemented with bulk supplies and with non-potable supplies for uses other than drinking (e.g. Sanitation).

4. The following are rules of thumb for estimating the daily amount of bulk water needed for various purposes:

- 10-16 gallons/person in field hospitals.
- 5-8 gallons/person in mass feeding centers.
- 4-5.5 gallons/person in temporary shelters and camps.
- 10 gallons/person in washing installations.

5. Special Considerations.

a. During the first seven (7) days following the disaster, anticipate meeting requirements using 100% bottled water.

b. Consider using 1 to 1.5 liter bottles because the containers are usually stronger, easier to carry, and reduce opportunity for disease transmission because they are used for a shorter period. Container should be polyethylene terephthalate (PET) to minimize breakage.

c. If one (1) gallon containers are used, assume a 25 percent loss factor due to broken containers. One (1) gallon containers have been susceptible to crushing and handling damage.

d. Federal/state certification of bulk water source and carriers. For example: In the Virgin Islands, commercial water sources and water haulers are certified on an annual basis by the Department of Natural Resources (DPNR). Haulers must display a black sticker provided by DPNR on the tank. In Puerto Rico, no specific water certification process exists, however, the U.S. Army inspects and certifies sources of water and water processing plants on an annual basis.

e. Determine if tank trucks will offload immediately or if the tanks will be needed for an extended period.

f. The nationwide contract specifically requires that all bottled water purchased meet Food and Drug Administration (FDA) certification as well as any State certifications necessary. For that reason, additional testing of bottled water is not normally required. (See other appendix for FDA letter relative to testing of bottled water).

g. ESF #8, Health & Medical Services, may assist in coordination of any bulk/bottled water testing that may be required. While they may not be able to do the actual testing, they can provide information on contacting labs to perform the testing. For bulk water, ESF#8 can assist in coordinating with the state to determine safe public water systems for filling tanker trucks.

h. Each state may have its own testing requirements in addition to FDA requirements. The appropriate state agency in charge of regulating bottled water should be contacted to determine their requirements. The International Bottle Water Association (IBWA) at 1-800-928-3711 or 703-683-5213, which represents 85 percent of all water bottlers in the United States, maintains a list of points of contacts within each state. They also can be reached on the Internet at <http://www.bottledwater.org>



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Food and Drug Administration
Washington, DC 20204

July 7, 2000

Rudy L. Garcia
Territory Logistics Center-East
4552 North 2nd Street
Building 212, Fort Gillem
Forest Park, Georgia 30297

Dear Mr. Garcia:

This is in response to your May 30, 2000, Email requesting the Food and Drug Administration's (FDA's) position on whether or not bottled water has an expiration date.

The FDA has not established regulations that require declaration of an expiration date on labeling of bottled water products. FDA believes that, in general, a bottled water product that is produced in accordance with the current good manufacturing practice requirements contained in Title 21 of the Code of Federal Regulations, part 129 (21 CFR part 129) and that meets the quality standard regulations for bottled water contained in 21 CFR 165.110(b) would have an indefinite shelf-life, provided that the integrity of the product (e.g., its packaging) has not been compromised during transportation or storage that can result in product contamination. We note, however, that aesthetic quality of a bottled water product may be affected depending on the length and condition of storage.

We hope our response is helpful.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Henry Kim".

Henry Kim, Ph.D.
Acting Chief
Regulatory Policy Branch
Division of Plant Product Safety
Office of Plant and Dairy Foods
and Beverages
Center for Food Safety
and Applied Nutrition



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

Food and Drug Administration
Washington, DC

July 9, 1999

Marjorie L. DeBrot
Chief, Emergency Management Branch
Construction-Operations Division
Kansas City District, Corps of Engineers
Department of the Army
700 Federal Building
Kansas City, Missouri 64106-2896

Dear Ms. DeBrot:

This is in response to your letter dated, June 28, 1999, concerning bottled water. You asked for confirmation that there is no current FDA regulation regarding expiration dates or shelf life of bottled drinking water. You also asked for guidance or suggestions regarding the safe storage of bottled water, as well as when testing of stored water might be appropriate, i.e., testing criteria and frequency.

There are no FDA regulations concerning the shelf life of bottled water. However, in FDA's GMP regulation for bottled water in § 129.80(h), we require that all records required by part 129 be maintained at the plant for not less than 2 years. Most bottled water sold commercially would be consumed within this period of time. Water can be stored for more than two years. However, the effects of packaging should be taken into consideration if water is stored for long periods of time (i.e., several years or more).

I hope this is helpful. If you have additional questions, do not hesitate to contact me at 202-205-5023.

Sincerely,

Shellee Anderson
Consumer Safety Officer
Office of Plant and Dairy Foods
and Beverages

ICE/WATER VENDOR INFORMATION

Water/Ice vendor information is available in ENGLink, and should be used to obtain vendor POC information regarding vendors. ENGLink is located on the web at the following address <https://englink.usace.army.mil/>. Hover over “TOOLS” on the Blue Bar menu, then go down to “Vendors”.

Tracking Sheets (Electronic)

MOB Center/ FOSA Entry Truck Tracking



MOB Center/ FOSA Entry Truck Tracking (For pencil entry)



POD Order-Use Sheet



MOB Center/ FOSA Total Tracking Sheet



Sample Reports

1. Commodities Action Officer Input to Incident Action Plan

Information Collection Plan Worksheet

Branch - Operations

As of Time:

1. Hot Items Requiring Attention or Coordination
2. Actions Related to FCO Priorities
3. Current Status of Unit Operations
4. Issues affecting unit operations
5. Requested Information (See Attached Form, if any)
6. Major Accomplishments
7. Schedule of Upcoming Important Meetings and Briefings in addition to ongoing FEMA/LA STATE/DHHS/other standing calls.

Date	Time	Purpose

Information Provided by			
Name:	Section/Branch	Phone:	Date:

Attachments:

2. Action Officer Input to ESF #3, STATUS REPORT

The following blocks of information relative to the ice/water/commodities mission need to be submitted to the ESF#3 TL daily.

2. CURRENT ACTIVITIES:

- (a.) Current Staffing:
- (b.) Hours of operation: 0700-1930

3. MISSION ASSIGNMENTS:

1711-DR-KS-:

Commodities Distribution \$300,000 Mission #: COE-SWD-04 (closed out)

HOUSING TEAM (1711): FEMA HAS AWRDED THE IA TAC 2 HOUSING CONTRACT (FLUOR CORPORATION). Today the team members worked to finalize data for potential group sites. Chuck Lambert; LRH, Housing PRT, Reality Specialist arrived and was integrated into the team.

4. Next 24 hours: Continue to work mission assignments:

HOUSING TEAM (1711): Priority of effort is the Housing Mission (1711). A 1500 internal coordination meeting will be held at the JFO in preparation for the 1700 “Kick-off” meeting with the contractor. Team members will finalize site data & recommendations for the Joint FEMA/CONTRACTOR/USACE site visits.

Jeff Jezewski; LRH, Housing PRT, Electrical Engineer, Reality Specialist is expected to arrive on 2 August.

5. Future Operations:

HOUSING TEAM (1711): Housing team members will accompany FEMA and TAC 2 Contractor on site visits. Fifty percent (50%) design reviews are expected to commence

Situation Report Information.

FEMA Mission Status – Ice or Water Commodities (Mission No.).

- (1) Funds Authorized.
- (2) Revised Authorization Date.
- (3) Funds Committed.
- (4) Funds Obligated.
- (5) Funds expended.
- (6) Funds Available for Commitment
- (7) EEIs



U.S. Army Corps of Engineers - Readiness Program Planning and Response Team Statement of Understanding

This statement of understanding provides general conditions for persons assigned to the U.S. Army Corps of Engineers Planning and Response Teams (PRT) for emergency operations. Persons on the PRT may find:

- λ That performing those duties may involve working in a stressful environment and under adverse conditions.
- λ That they must be prepared to deploy within six (6) hours of notification after the PRT has been activated.
- λ ***That deployment can result from any type of catastrophic event such as an earthquake, hurricane, tornado, bombing, etc., and be for a minimum of 45 days in duration, dependent upon the situation.***
- λ That deployment may require travel on military aircraft.
- λ That they will be required to undergo a one-week training for initial qualification and periodic re-certification as scheduled by the U.S. Army Corps of Engineers Readiness Support Center.
- λ That they may be called to participate in exercises or other training activities.
- λ That they maintain any issued supplies and equipment in serviceable condition and readily accessible for deployment.

PRT Member Agreement	Personal Data
<p><i>I, the undersigned, agree to be a member of the PRT and have read and understand the conditions stated above and that I will notify my Emergency Management Office of any change in status, duty station, physical/mental condition, address or telephone numbers:</i></p> <p>PRT: PRT Position:</p> <p>Name (type or print):</p> <p>Date Signed:</p> <p>Signature: _____</p>	<p>SSN:</p> <p>Job Title:</p> <p>Job Series/Grade:</p> <p>Office Symbol:</p> <p>Office Phone/Fax</p> <p>Home Phone</p> <p>Address:</p>

Supervisor's Concurrence	Commander's Approval
<p><i>I understand the conditions by which the above individual and organization may have to endure and concur in his/her participation on the PRT.</i></p> <p>Name:</p> <p>Title:</p> <p>Grade (or Rank)</p> <p>Date Signed:</p> <p>Signature: _____</p> <p>Division Chief: _____</p>	<p><i>I understand the conditions by which the above individual and organization may have to endure and approve his/her participation on the PRT.</i></p> <p>Signature: _____</p> <p>Date Signed:</p>

ICE AND WATER Quick Facts

ICE

A standard pallet of ice contains 2,000 pounds of ice. The approximate dimensions are 48" wide by 48" long by 84" high (4'x4'x7').

A standard refrigerated trailer (reefer) holds approximately 1,000 pounds of ice per linear foot of trailer length. All reefers should be considered to hold 40,000 lbs of ice unless better information is known.

Example - 40' Long Trailer holds: $(40 \text{ ft}) \times (1,000 \text{ lbs/ft}) = 40,000 \text{ lbs}$.

A C-5 military transport plane can carry two 40' reefers (on trailers). Only Sealand reefers (on trailers) can fit into the C-5 due to their low vertical clearance.

An Antinov 124 commercial transport plane can carry two 40' reefers (on trailers). Antinovs can carry any type of commercial reefers.

Most over-the-road commercial reefers have electric refrigeration units with diesel-powered generators. A reefer can be powered for approximately 24 hours per tank of diesel fuel. Most commercial reefers have two diesel fuel tanks.

Reefers commonly shipped by barge often do not have generators, but instead are plugged into a diesel power pack (capable of supplying power to approximately 20 reefers) or to industrial shore power (usually 3-phase power). If over-the-road reefers are to be shipped by barge, it is imperative to ensure that the refrigeration unit on the reefer is compatible with the power system on the barge.

WATER

Water ACI contractor is Lipsey Mountain Spring Water Company, 1701-D Oakbrook Drive Norcross, GA. 30093-1800.

A standard truck carries 18,000 liters of water and serves 5000 people per day (4 liters per day per person).

Conversion factor for converting gallons to liters is assumed to be 1 gallon equals 3.79 liters.

The water is packaged in single-service polyethylene terephthalate (PET) bottles with flat caps. Bottles may be any size from 12 ounces to 1.5 liters (24-ounces preferred).

For orders of 198,000 liters or less, of bottled water per day, delivery of the full ordered is required for substantial performance of the contract.

For CONUS orders to Juneau, Fairbanks and Anchorage, Alaska; Puerto Rico; the US Virgin Islands in excess of 198,000 liters of bottled water per day, delivery amounts required for substantial performance of the contract are shown below. Within 24, 48, 72 and 96 hours from issuance of delivery order, 25%, 50%, 75%, 100% respectively, of the quantity scheduled for delivery.

For Islands of Oahu, Hawaii, Maui, and Kauai, in the State of Hawaii; Guam; Northern Mariana Islands, Island of Saipan; American Samoa, Pago Pago, Island of Tutuila; Federated States of Micronesia, Island of Pohnpei; and Republic of the Marshall Islands, Island of Majuro, orders in excess of 198,000 liters of bottled water per day, delivery amounts required for substantial performance of the contract are shown below. Within 24, 48, 72, 96 and 120 hours from issuance of delivery order, 15%, 40%, 65%, 90% and 100% respectively, of the quantity scheduled for delivery.

From the Water Contract

C.3.3.4 Packaging of Shipping Cases: Bottled water shall be packed in cases and shall be shipped on pallets. Pallets of bottled water will be fully covered on the top and all four sides with a minimum of a double layer of shrink-wrap. Pallets shall be hardwood and designed for pickup from all four sides. Due to the many unknown circumstances which can arise during disaster response and recovery, it is possible that the water may be moved several times, may be double-stacked for storage, and may be stored outside, with no protection, in all types of weather as well as stored in warehouses. The Contractor shall ensure that the bottled water containers are packaged to withstand such handling as well as severe climatic conditions.

LIST OF ACRONYMS

Updated 2008-02-01

<u>ACRONYM</u>	<u>TERM</u>
AAR	- After Action Report / After Action Review
ABO	- Army Budget Office
ACI	- Advanced Contracting Initiative
ADP	- Automatic Data Processing
AMC	- Air Mobility Command
AO	- Action Officer
AOR	- Area of Responsibility
APWA	- American Public Works Association
AR	- Army Regulation
ARC	- American Red Cross
ARF	- Action Request Form
ARNG	- Army National Guard
ATL	- Assistant Team Leader (ESF#3)
BCR	- Benefit to Cost Ratio
BN	- Battalion
BNCOC	- Battalion Combat Operations Center
BOM	- Bill of Materials
C2	- Command and Control
CAT	- Crisis Action Team
CCIR	- Commander's Critical Information Requirements
CDRG	- Catastrophic Disaster Response Group
CDRP	- Catastrophic Disaster Response Plan
CDS	- Commodities Data Specialist
CEFMS	- Corps of Engineers Financial Management System
CENTCOM	- Central Command
CMT	- Crisis Management Team
CO	- Construction-Operations Division
COG	- Continuity of Government
CONPLAN	- Concept Plan
CONUS	- Continental United States
COOP	- Continuity of Operations
COR	- Contracting Officer's Representative
CS	- Contracting Specialist
CSM	- Commodities Site Manager
CT	- Contracting Division
CW	- Civil Works
DA	- Department of the Army
DAC	- Disaster Application Center

Appendix C-S

DAP	-	Division Action Plan
DAS	-	Director of Army Staff
DC	-	District Command
DCE	-	Defense Coordinating Element
DCO	-	Defense Coordinating Officer
DCW	-	Director of Civil Works
DD	-	Defense Directive
DDE	-	Deputy District Engineer
DE	-	District Engineer
DFAR	-	Defense Federal Acquisition Regulations
DL	-	District Liaison
DMAT	-	Disaster Medical Assistance Team
DOD	-	Department of Defense
DOE	-	Department of Energy
DOMS	-	Directorate of Military Support
DOT	-	Department of Transportation
DQ	-	ADP Workcode for Supporting District (92X3125)
DRM	-	Disaster Recovery Manager
DRTF	-	Disaster Response Task Force
DSR	-	Damage Survey Report
DTOS	-	Deployable Tactical Operations System
DZ	-	ADP Workcode for Disaster District (96X3125)
EC	-	Engineer Circular
ECA	-	Evaluation and Corrective Action
ECCV	-	Emergency Command and Control Vehicle
EEI	-	Essential Elements of Information
EFO	-	Emergency Field Office
EICC	-	Emergency Information & Coordination Center
EM	-	Emergency Management
EN	-	Engineering Division
ENCOM	-	Engineer Command
EO	-	Executive Order
EOC	-	Emergency Operations Center
EPA	-	Environmental Protection Agency
EPLO	-	Emergency Planning Liaison Officer
ER	-	Engineer Regulation
ERS	-	Emergency Relocation Site
ERT	-	Emergency Response Team
ERT-A	-	Emergency Response Team - Advanced
ERT-N	-	National Emergency Response Team
ERV	-	Emergency Response Vehicle
ESF	-	Emergency Support Function
ESF#1	-	Transportation
ESF#2	-	Telecommunications and Information Technology
ESF#3	-	Public Works and Engineering

Appendix C-S

ESF#4	-	Fire Fighting
ESF#5	-	Emergency Management
ESF#6	-	Mass Care
ESF#7	-	Resources Support
ESF#8	-	Public Health and Medical Services
ESF#9	-	Urban Search and Rescue
ESF#10	-	Oil and Hazardous Material Response
ESF#11	-	Agriculture and Natural resources
ESF#12	-	Energy
ESF#13	-	Public Safety and Security
ESF#14	-	Long-Term Community Recovery
ESF#15	-	External Repair
ESSV	-	Emergency Support and Service Vehicle
EST	-	Emergency Support Team
ETOC	-	Emergency Tactical Operations Center
EUCOM	-	European Command
EUD	-	European Division
EWP	-	Emergency Water Program
FAR	-	Federal Acquisition Regulations
FAsT	-	Field Assessment Team
FC&CE	-	Flood Control and Coastal Emergencies (Appropriation
96X3125)		
FCO	-	Federal Coordinating Officer
FCW	-	Flood Control Works
FEMA	-	Federal Emergency Management Agency
FHA	-	Federal Housing Authority
FLSA	-	Fair Labor Standards Act
FM	-	Field Manual
FOG	-	Field Operations Guide
FORSCOM	-	Forces Command
FOSA	-	Federal Operational Staging Area
FRAGO	-	Fragmentation Order
FTE	-	Full Time Equivalent
GAR	-	Governor's Authorized Representative
GBL	-	Government Bill of Lading
GE	-	General Expense (Appropriation 96X3124)
GFE	-	Government Furnished Equipment
GIS	-	Geographic Information System
GPS	-	Global Positioning System
GSA	-	General Services Administration
HAP	-	Headquarters Action Plan
HHS	-	Health and Human Services

Appendix C-S

HMGP	-	Hazard Mitigation Grant Program
HMT	-	Hazard Mitigation Team
HQ	-	Headquarters
ICS	-	Incident Command System
ID/IQ	-	Indefinite Delivery / Indefinite Quantity
IDT	-	Indefinite Delivery Type
IFB	-	Invitation for Bids
IFGP	-	Individual and Family Grant Program
IM	-	Information Management
IMA	-	Individual Mobilization Augmentee
IMPLAN	-	Implementation Plan
IMT	-	Incident Management Team
IPR	-	In Progress Review
IRR	-	Initial Response Resources
IRRIS	-	Intelligent Road/Rail Information Server
IST	-	Incident Support Team
JCS	-	Joint Chiefs of Staff
JFO	-	Joint Field Office
JIC	-	Joint Information Center
JTF	-	Joint Task Force
KO	-	Contracting Officer
LC	-	Logistics Center
LGL	-	Local Government Liaison
LM	-	Logistics Management
LNO	-	Liaison Officer
LOGCAP	-	Logistics Civil Augmentation Program
LRC	-	Lakes & River Division, Chicago District
LRC	-	Logistics Response Center
LRD	-	Lakes & River Division
LRE	-	Lakes & River Division, Detroit District
LSA	-	Logistics Staging Area
MA	-	Mission Assignment
MACOM	-	Major Army Command
MC	-	Mission Coordinator
MHE	-	Material Handling Equipment
MIPR	-	Military Interdepartmental Purchase Request
MM	-	Mission Manager
MOB	-	Mobilization Center
MOU	-	Memorandum of Understanding
MP	-	Military Programs
MRE	-	Meals, Ready-to-eat

Appendix C-S

MS	-	Mission Specialist
MSC	-	Major Subordinate Command
MSCA	-	Military Support to Civil Authorities
MSCD	-	Military Support to Civil Defense
MTDA	-	Mobilization Table of Distribution and Allowances
MTMC	-	Military Traffic Management Command
MUSE	-	Mobile Utilities Support Equipment
MVD	-	Mississippi Valley Division
MVR	-	Mississippi Valley Division, Rock Island District
NAD	-	North Atlantic Division
NAE	-	North Atlantic Division, New England District
NAO	-	North Atlantic Division, Norfolk District
NAOC	-	National Airborne Operations Center
NCO	-	Non-Commissioned Officer
NCP	-	National Contingency Plan
NCS	-	National Communication Service
NEPA	-	National Environmental Protection Act
NEPP	-	National Emergency Preparedness Program
NG	-	National Guard
NGO	-	Non-Governmental Organization
MIMS	-	National Incident Management System
NOI	-	Notice of Interest
NORTHCOM	-	Northern Command
NRCC	-	National Response Coordination Center
NRCS	-	Natural Resources Conservation Service
NRF	-	National Response Framework
NSD	-	National Security Directive
NSEP	-	National Security Emergency Preparedness
NTC	-	National Teleregistration Center
NWD	-	Northwest Division
NWK	-	Northwest Division, Kansas City District
NWS	-	Northwest Division, Seattle District
O&M, Gen 96X3123)	-	Operation and Maintenance, General (Appropriation
OCONUS	-	Outside Continental United States
OIC	-	Officer In Charge
OMA	-	Operation and Maintenance, Army
OPLAN	-	Operation Plan
PA	-	Public Affairs
PAO	-	Public Affairs Officer
PACOM	-	Pacific Command

Appendix C-S

PCA	-	Project Cooperation Agreement
PDS	-	Personal Data Sheet
PL	-	Public Law
PM	-	Project Manager
PMBP	-	Project Management Business Process
POC	-	Point Of Contact
POD	-	Point of Distribution
PP	-	Prime Power
PR&C	-	Purchase Request and Contracts (CEFMS)
PRT	-	Planning & Response Team
PTF	-	Presidential Task Force
PW&E	-	Public Works and Engineering
QA	-	Quality Assurance Inspector
QAS	-	Quality Assurance Supervisor
QC	-	Quality Control
R&R	-	Rest and Recuperation
RE	-	Real Estate
RFO	-	Recovery Field Office
RFP	-	Request for Proposal
RFQ	-	Request for Quote
RIP	-	Rehabilitation Inspection Program
RM	-	Resource Management
RNA	-	Rapid Needs Assessment
RO	-	Response Organization
ROC	-	Regional Operations Center
ROE	-	Rights of Entry
ROW	-	Rights of Way
RPG	-	Response Planning Group
RRCC	-	Regional Response Coordination Center
RRV	-	Rapid Response Vehicle
RS/GIS	-	Remote Sensing/Geographic Information System
RSA	-	Regional Staging Area
RSC	-	Readiness Support Center
RSP	-	Readiness Strategic Plan
RTEC	-	Readiness Training and Exercise Committee
SAD	-	South Atlantic Division
SAC	-	South Atlantic Division, Charleston District
SBA	-	Small Business Administration
SCO	-	State Coordinating Officer
SITREP	-	Situation Report
SME	-	Subject Matter Expert
SOP	-	Standard Operating Procedure
SOU	-	Statement of Understanding

Appendix C-S

SOUTHCOM	-	Southern Command
SOW	-	Scope of Work
SPA	-	South Pacific Division, Albuquerque District
SPD	-	South Pacific Division
SPN	-	South Pacific Division, San Francisco District
SPOTREP	-	Spot Report
SPS	-	Standard Procurement System
SSA	-	Structural Safety Assessment
STOLS	-	System To Locate Survivors
SWD	-	Southwest Division
SWG	-	Southwest Division, Galveston District
TBD	-	To Be Determined
TDY	-	Temporary Duty
TEECA	-	Training, Exercise, Evaluation & Corrective Action
TH	-	Temporary Housing
TL	-	Team Leader (ESF#3)
TOC	-	Tactical Operations Center
TPFDL	-	Time Phased Force Deployment
TR	-	Temporary Roofing
TTAD	-	Temporary Tours of Active Duty
ULA	-	USACE Logistics Activity
UOC	-	USACE Operations Center
US&R	-	Urban Search and Rescue
USACE	-	United States Army Corps of Engineers
USACOM	-	Commander in Chief, U.S. Atlantic Command
USAR	-	United States Army Reserve
USCG	-	United States Coast Guard
USDA	-	United States Department of Agriculture
USFS	-	U.S. Forest Service
USFS	-	United States Fish and Wildlife Service
USPHS	-	United States Public Health Service
VA	-	Veterans Administration
VOLAG	-	Volunteer Agencies

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Emergency Ice/Water/Commodities Action Plan For Commodities Staging and Distribution To The Rio Grande Valley Area of Texas

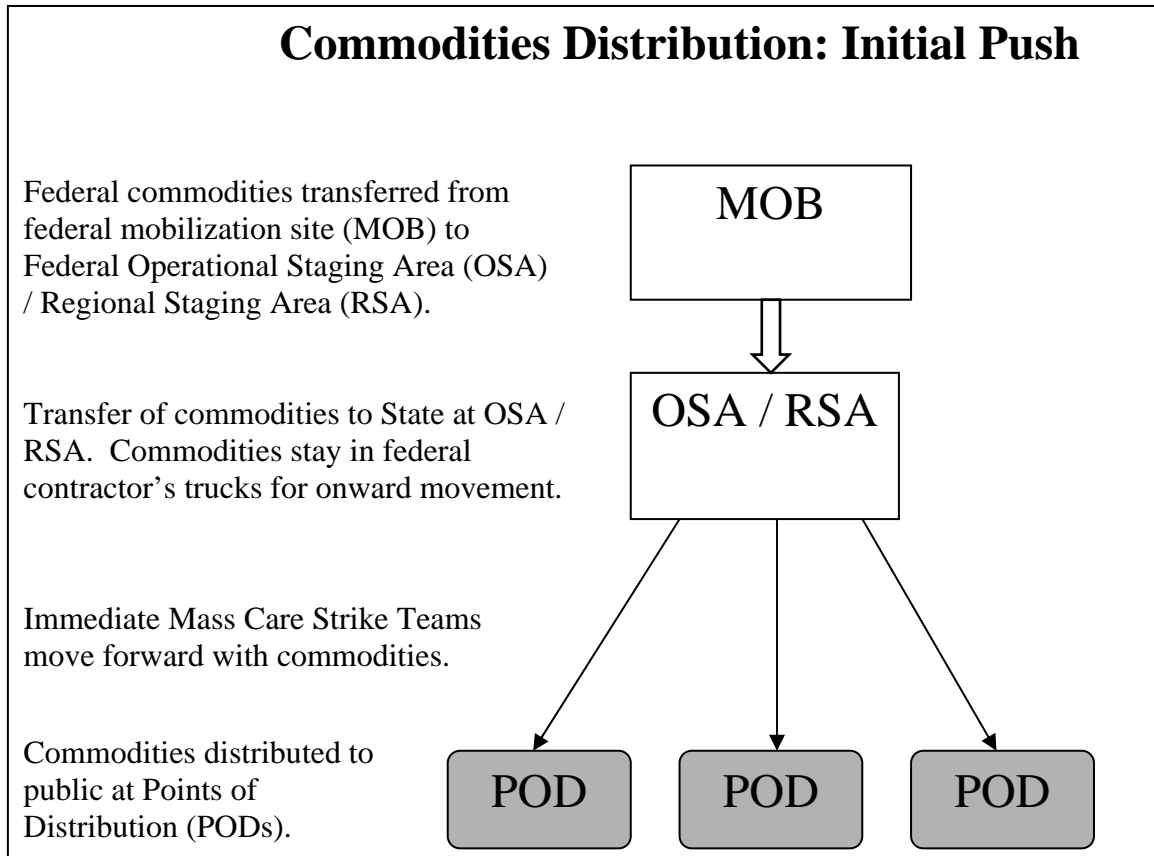
1. Situation

- a. General:** A hurricane will make landfall near Brownsville. The area could experience Tropical Storm force winds and heavy rainfall causing some power outages and flooding.
- b. Assumptions:** Fort Sam Houston has been designated as the joint State/Federal Staging Area and will remain the State/Federal Staging area for future operations. Commodities (ice, water, MREs, tarps, etc) are onsite. Staging area command and control is operational.
- c. Organization:** FEMA is managing the staging area. The State of Texas will co-locate a management team to execute the hand-off of commodities to the State.

2. Mission: Provide commodities of ice, water, MREs, and tarps, to disaster victims of a hurricane in Texas as soon as possible.

3. Execution

- a. Concept of Operations:** Pre-declaration, FEMA will insure the continued flow of commodities from federal sources into the Fort Sam Houston staging area. The State of Texas will provide commodities from local sources to three (3) Points of Distribution (POD) to meet the needs until a formal federal declaration is made. Post declaration, federal commodities will be transferred to state control, as needed, and transported to all PODs in the disaster area as designated by the State. Commodity trucks will be offloaded at PODs and allowed to return for re-supply.



b. Specific Tasks:

- i. Texas Forest Service to provide an Incident Management Team (IMT) to Ft. Sam Houston Staging Area to accept control/management of commodities to provide designation of the specific PODs to provide management of PODs.
- ii. ESF 3/4/FEMA to provide a logistics team to Ft. Sam Houston.
- iii. FEMA to provide commodity flow to Ft. Sam Houston from federal sources and provide management team to staging area.
- iv. Immediate Mass Care Strike Team to consist of:
 1. Texas DPS - provides law enforcement escort
 2. TXNG - provides 30 personnel and 10 trucks and equipment (power light sets, tents, fuel truck, fuel and maintenance for material handling equipment) to operate each POD
 3. Red Cross and Salvation Army - mass care support
 4. One truck each of water, ice, MREs (State provided)
 5. Material handling equipment (forklift, pallet jack, rollback truck)
- v. USACE/USFS to provide technical assistance to PODs as needed.

- vi. Texas Disaster District Committee Chairmen provides location of PODs and input of commodity needs.

4. Logistics and Administration

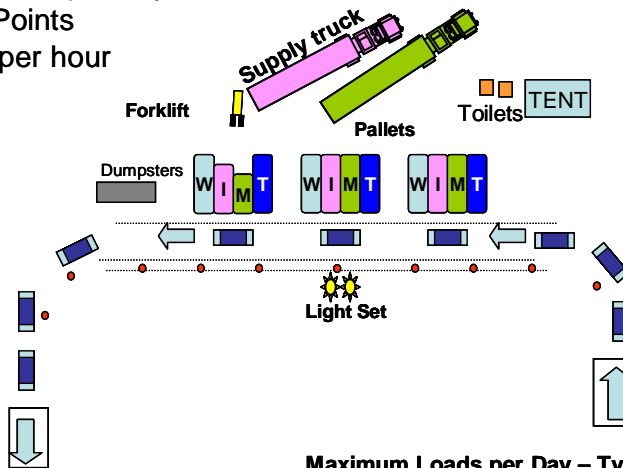
Type III Distribution Point Resources Required					
Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT	9		Toilets	2
	Back-up Loading PT	4		Tents	1
	Pallet Jacks Labor	1		Dumpsters	1
	Totals	16	3	Traffic Cones	10
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
Grand Total		19	4		

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day

3 loading Points

140 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Defense Readiness Reporting System Standards
YES – Qualified YES – NO (Green-Amber-Red) Determination

YES (Y), (Green)

All management positions filled (including nights and alternates) with unique names for each position. Each person must be Level 1 and 2 certified, have medical screening completed, have appropriate shots completed, and have a government travel card.

All 30 QA positions (20 primary and 10 alternates) should have unique names for each position. Each person must be Level 1 certified, have medical screening completed, have appropriate shots completed, and have a government travel card. However, a team will still be considered GREEN as long as 25 QAs meet the above requirements.

Qualified YES (Q), (Amber)

All management positions filled (including alternates) with unique names for each position. Each person must have medical screening completed and have a government travel card. It is absolutely required that the Action Officer and Mission Manager are Level 1 AND Level 2 certified. It is not necessary that all other management personnel are both Level 1 and 2 certified and have appropriate shots completed.

All 30 QA positions should have unique names for each position. Each person must have medical screening completed and have a government travel card. It is not necessary that each person must be Level 1 certified and have appropriate shots completed. However, a team will still be considered AMBER as long as 20 QAs meet the above requirements.

NO (N),(Red)

Team will be listed as NO if they do not meet the requirements of YES or YES, Qualified

Training Requirements

Updated 2008-02-01

1. Specific Training

A. National PRT positions: Action Officer; Mission Manager; Mission Specialist; Commodities Site Manager; Commodities Data Specialist; Quality Assurance Supervisor; Contracting Officer; Contract Specialist, (all positions except QA), the below listed training is required for personal readiness and overall team readiness.

- Level 1 Training
 - USACE Doctrine
 - National Response Framework (NRF)
 - National Incident Management System (NIMS)
 - Incident Command System (ICS)
 - Level 2 Task Specific PRT Training/Certification
- All listed positions attend all Level 2 sections

National QA “Just-In-Time” Training

All Quality Assurance Personnel

- B. Commodities PRT positions: Action Officer; Mission Manager; Mission Specialist; Commodities Site Manager; Commodities Data Specialist; Quality Assurance Supervisor; District Liaison, (all positions except QA), the matrix below lists training for team readiness.

Training Matrix

	AO	MM	MS	CSM	DL	CDS	QAS
Level 1 Training							
USACE Doctrine	X	X	X	X	X	X	X
National Response Framework (NRF)	X	X	X	X	X	X	X
National Incident Management System (NIMS)	X	X	X	X	X	X	X
Incident Command System (ICS)	X	X	X	X	X	X	X
Level 2 Training							
Concept of Ops Part 1	X	X	X	X	X		
Concept of Ops Part 2	X	X	X	X	X		
AO Training	X	X			X		
MM/MS Training	X	X	X		X		
CSM/QAS Training	X	X	X	X	X		X
Strategic Planning	X	X			X		
Additional Training							
FEMA Mob Ctr Training	R4	R2	R3	R1			
Commodities Tracking Module	X	X	X	X	X	X	X
FOSA & POD Video	X	X	X	X	X	X	X

X - Required Training

R - Recommended Training (R1 –R4, is the preferred order to attend)

QA “Just-In-Time” Training
All Quality Assurance Personnel

2. Training Frequency/Currency

Level 1 & 2 Training

- This training does not automatically expire.
- Additional training will be required when additional or updated sections are added to the course material. The Readiness Support Center will inform all PRT POCs when there is a new version of Level 1 or 2 training that requires all individuals to complete the new/revised section of this training.

Refresher Training

- This training will be accomplished through exercises as available.

QA “Just-In-Time” Training

- This training is required upon arrival at each ice/water/commodities deployment.

Appendix C-W

Appendix C.w

Equipment Requirements

SUPPLY LIST	AO(2)	MM	MS(2)	CS	CSM	CDS	QAS(2)	QA(18)	DL	Total
TEAM FLY-AWAY KIT										
Laptop Computer: Microsoft Office, Internet Explorer, E-mail program	2	1	2		1	1	2			9
Laptop wireless web access (AirCard)	2	1	2		1	1	2			9
Memory Stick, 2 GB	2	1	2	1	1	1	2		1	11
4 functionPrinter		1			1					2
Portable Scanner	1									1
Surge Protector	2	1	2	1	1	1	2		1	11
Power Inverter(s)	2	1	2		1	1	2	18		27
Lan Cord, 10 ft min.	2	1	2		1	1	2			9
Memory Card Reader	2	1	2		1	1	2			9
USB Hub	2	1	2		1	1	2			9
Delorme Street Atlas with GPS	2	1	2		1	1	2			9
CD RW	50	25		25		25			25	125
Digital Camera with 1G card		1	2		1		2	18		24
Calculator (solar)			2	1		1		18	1	23
SatCell Phone/backup battery/charger	2	1	2		1		2			8
Cell Phone/backup battery/charger						1		18	1	19
Telephone cord w/ connections 25 ft	2	1			1		2			6
Extension cord	2	1			1	1				5
Flashlight (No batteries needed type)	2	1	2	1	1	1	2	18	1	29
Stapler/staples	2	1			1		2	18	1	25
Staple Remover	2	1			1		2	18	1	25
Pens	20	10	20	10	10	10	20	180	10	290
Box Paper Clips	2	1	2	1	1	1	2	18	1	29
Copy Paper		5			2				1	7
Note pads, steno	6	3	6	2	3	2	6	54	1	83
Highlighters	2	1	2	1	1	1	2	18	1	29
Binder, 3-ring, 2"	4	2	2	2	2	2	4	36	2	56
File Folder	50	25			25	25	50	360	20	555
Index Sheets (dividers)	6	3	6	3	3	3	6	54	3	87
Post-Its, various sizes	6	3	6	3	3	3	6	54	3	87
Tape (clear/duct)		1					2	18	1	21
Scissors	2	1			1			18	1	22
Envelopes	20	50	100		25	25	50	180	20	470
First Aid Kit		1			1		2			4
Local Map of Disaster Area	2	1	2	1	1	1	2	18	1	29
Magnetic EM signs (2 ea)	4	2	4	2	2	2	4	36	1	57
Hard copy of Contracts	2	1		1	1					5

Appendix C-W

SUPPLY LIST										
INDIVIDUAL ITEMS	AO(2)	MM	MS(2)	CS	CSM	CDS	QAS(2)	QA(18)	DL	Total
White Corps Emergency Ops Shirts	12	6	12	6	6	6			6	54
Red Corps Emergency Ops Shirts	2						12	108		122
Corps Emergency Ops Ball Caps							2	18	1	21
Hard Hat					1		2	18		21
Safety Glasses					1		2	18		21
Hearing Protection (Ear Plugs)					1		2	18		21
Steel-Toed Safety Shoes					1		2	18		21
Rain Gear	2	1	2	1	1	1	2	18	1	29
Sun Glasses					1		2	18		21
Sun Screen					1		2	18		21
Bug Repellent					1		2	18		21
Prescription Medication(s)										0
Over-the-Counter Medication (aspirin, etc.)										0
Drivers License and Government Id										0
Cash (\$500 CONUS. \$1,000 OCONUS)										0
Credit Cards										0
Passport (some OCONUS locations)										0
Food/Snacks (3 days)	X	X	X	X	X	X	X	X	X	0
Water (3 days)	X	X	X	X	X	X	X	X	X	0

Strategic Planning Guide

Objective

- Be able to perform Strategic Planning
- Use this information for planning purposes
- Used to assure FEMA & State that requirements will be met
- Used to prevent over ordering of commodities

Requirement and Necessity

- Strategic Planning needs to be conducted on a daily basis
- This document shows the flow of commodities and the estimated requirements/state distribution capability

Steps for Strategic Planning

1. Use pre-developed MicroSoft Excel Spreadsheet



2. Start on the first day you arrive
3. Create one sheet for Ice and one sheet for Water
4. Type in what you know
5. Go find what you don't know

Steps for Strategic Planning D-4

6. Let's say you arrived on D-5, 1 Aug, and the hurricane is expected to make land fall on 6 Aug.
7. Start by inputting days and dates (shown in green), remember you are doing the projection for TOMORROW
8. The items in yellow will automatically fill in

Expections on Date >	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
ICE PROJECTION DATE	Mon	Tues	Wed	Thur	Fri	Sat
FL Requirement as of	2-Aug					
On Hand Federal	2-Aug					
On Hand State	2-Aug					
Projected Incoming Federal	2-Aug					
Projected Incoming State	2-Aug					
Balance	2-Aug	0	0	0	0	0

9. Now, fill in what you know from our people. First will be the report from your mission manager on what commodities are in theater. At this point there should be nothing on the ground. Note you are showing what you will count on as available on 2 Aug is what your mission manager said is on the ground on 1 Aug.

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat
FL Requirement as of	2-Aug						
On Hand Federal	2-Aug	0					
On Hand State	2-Aug	0					
Projected Incoming Federal	2-Aug						
Projected Incoming State	2-Aug						
Balance	2-Aug	0	0	0	0	0	0

10. Next, will be the report from the National AO telling you what's projected into your state. This may be for multiple days. Note enter what is scheduled to arrive each day. There may not be anything scheduled yet.

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat
FL Requirement as of	2-Aug						
On Hand Federal	2-Aug	0					
On Hand State	2-Aug	0					
Projected Incoming Federal	2-Aug	0	0	0	100	125	0
Projected Incoming State	2-Aug						
Balance	2-Aug	0	0	0	100	225	225

11. Now, enter the information that you get from the state.

12. Current and projected inventory. Note the state had 20 at a location unknown to your mission manager and 5 more due in. (Don't forget to inform the MM about these.)

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat
FL Requirement as of	2-Aug						
On Hand Federal	2-Aug	0					
On Hand State	2-Aug	20					
Projected Incoming Federal	2-Aug	0	0	0	100	125	0
Projected Incoming State	2-Aug	5	30	50	50	100	100
Balance	2-Aug	25	55	105	255	480	580

13. Next step is to determine the rate of usage.

14. During pre-dec, this is based solely on the number and size of PODS.
Let's say the state told you they plan on D+1 to open 20 Type 1 PODs, 13 Type 2 PODs, and 3 Type 3 PODS and then open 10 more Type 2 PODs each day for the next 3 days. What is the usage projection for D+1?

ANSWER:

20 Type 1 PODs = $20 \times 4 = 80$

13 Type 2 PODs = $13 \times 2 = 26$

3 Type 3 PODS = $3 \times 1 = 3$

TOTAL USAGE ON D+1 = 109 TRUCKS

15. Enter the rate of usage. Note this goes out beyond 5 days. Is there any value to doing beyond 5 days?

ANSWER:

Yes, it gives people an idea about how far your current commodities MAY last at the projected rate.

16. What does this sheet show you?

Expectations on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed
FL Requirement as of	2-Aug							109	129	149	169
On Hand Federal	2-Aug	0									
On Hand State	2-Aug	20									
Projected Incoming Federal	2-Aug	0	0	0	100	125	0				
Projected Incoming State	2-Aug	5	30	50	50	100	100				
Balance	2-Aug	25	55	105	255	480	580	471	342	193	24

ANSWER:

- Shows that the projection is being done on 2 Aug.
- Shows the first requirement in on 7 Aug. i.e. We are now in pre-landfall and landfall is expected on 6 Aug.
- Shows the commodities expected to be in the state by 6 Aug should satisfy requirements (or really distribution capability) until 10 Aug, or the first 4 days.
- Shows an increase in POD output over the 4 day period.

Steps for Strategic Planning D-3

17. Copy the previous days strategic plan and paste to start a new day. This simply gets the formulas to the right place.

BEFORE

Expections on Date >	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
ICE PROJECTION DATE	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed
FL Requirement as of	2-Aug						109	129	149	169
On Hand Federal	2-Aug	0								
On Hand State	2-Aug	20								
Projected Incoming Federal	2-Aug	0	0	100	125	0				
Projected Incoming State	2-Aug	5	30	50	100	100				
Balance	2-Aug	25	55	105	255	480	471	342	193	24

Copy the above block and paste immediately below the same block. i.e. the yellow section.

AFTER

Expections on Date >	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
ICE PROJECTION DATE	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed
FL Requirement as of	2-Aug						109	129	149	169
On Hand Federal	2-Aug	0								
On Hand State	2-Aug	20								
Projected Incoming Federal	2-Aug	0	0	100	125	0				
Projected Incoming State	2-Aug	5	30	50	100	100				
Balance	2-Aug	25	55	105	255	480	471	342	193	24
FL Requirement as of	2-Aug						109	129	149	169
On Hand Federal	2-Aug	0								
On Hand State	2-Aug	20								
Projected Incoming Federal	2-Aug	0	0	100	125	0				
Projected Incoming State	2-Aug	5	30	50	100	100				
Balance	2-Aug	25	55	105	255	480	471	342	193	24

18. Now you end up with the following. Change the date and you are ready to begin.

Expections on Date >	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug
ICE PROJECTION DATE	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues
FL Requirement as of	2-Aug					109	129	149	169
On Hand Federal	2-Aug	0							
On Hand State	2-Aug	20							
Projected Incoming Federal	2-Aug	0	0	100	125				
Projected Incoming State	2-Aug	5	30	50	100	100			
Balance	2-Aug	25	55	105	255	480	471	342	193
FL Requirement as of	3-Aug					109	129	149	169
On Hand Federal	3-Aug	0							
On Hand State	3-Aug	20							
Projected Incoming Federal	3-Aug	0	0	100	125				
Projected Incoming State	3-Aug	5	30	50	100	100			
Balance	3-Aug	25	55	105	255	480	471	342	193

19. This shows you yesterday's projection and now you can start on today's projection

20. It is now 2 Aug and your projection is for what is going to happen on 3 Aug.

21. Delete (in green) yesterday's information

22. Update new inventories for 2 Aug (in blue)

23. Update new scheduled deliveries

24. Show known locations (in orange)

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues
FL Requirement as of	2-Aug						109	129	149	169
On Hand Federal	2-Aug	0								
On Hand State	2-Aug	20								
Projected Incoming Federal	2-Aug	0	0	0	100	125				
Projected Incoming State	2-Aug	5	30	50	50	100	100			
Balance	2-Aug	25	55	105	255	480	471	342	193	24
FL Requirement as of	3-Aug						109	129	149	169
On Hand Federal Duke	3-Aug									
On Hand State Saufley	3-Aug		24							
Projected Incoming Federal	3-Aug		0	0	100	125				
Projected Incoming State	3-Aug		31	50	50	100	100			
Balance	3-Aug		55	105	255	480	471	342	193	24

Strategic Plans for D-4 thru D-2

Expections on Date >		1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug
ICE PROJECTION DATE		Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues
FL Requirement as of	2-Aug						109	129	149	169
On Hand Federal	2-Aug	0								
On Hand State	2-Aug	20								
Projected Incoming Federal	2-Aug	0	0	0	100	125				
Projected Incoming State	2-Aug	5	30	50	50	100	100			
Balance	2-Aug	25	55	105	255	480	471	342	193	24
FL Requirement as of	3-Aug						109	129	149	169
On Hand Federal Duke	3-Aug									
On Hand State Saufley	3-Aug		24							
Projected Incoming Federal	3-Aug		0	0	100	125				
Projected Incoming State	3-Aug		31	50	50	100	100			
Balance	3-Aug		55	105	255	480	471	342	193	24
FL Requirement as of	4-Aug						109	129	149	169
On Hand Federal Duke	4-Aug			0						
On Hand State Saufley	4-Aug			47						
Projected Incoming Federal	4-Aug			0	100	125				
Projected Incoming State	4-Aug			54	50	100	100			
Balance	4-Aug			101	251	476	467	338	189	20

Steps for Strategic Planning D-1

25. Each day you will enter as much information as is known and projected to include locations. At this point, there should be better information on the storm and the number of projected PODs may change significantly.

Expections on Date >	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
ICE PROJECTION DATE	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed
FL Requirement as of	2-Aug					109	129	149	169	
On Hand Federal	2-Aug	0								
On Hand State	2-Aug	20								
Projected Incoming Federal	2-Aug	0	0	0	100	125				
Projected Incoming State	2-Aug	5	30	50	50	100	100			
Balance	2-Aug	25	55	105	255	480	471	342	193	24
FL Requirement as of	3-Aug					109	129	149	169	
On Hand Federal Duke	3-Aug									
On Hand State Saufley	3-Aug	24								
Projected Incoming Federal	3-Aug	0	0	100	125					
Projected Incoming State	3-Aug	31	50	50	100	100				
Balance	3-Aug	55	105	255	480	471	342	193	24	24
FL Requirement as of	4-Aug					109	129	149	169	
On Hand Federal Duke	4-Aug		0							
On Hand State Saufley	4-Aug		47							
Projected Incoming Federal	4-Aug		0	100	125					
Projected Incoming State	4-Aug		54	50	100	100				
Balance	4-Aug		101	251	476	467	338	189	20	20
FL Requirement as of	5-Aug					70	70	70	70	70
On Hand Federal Duke	5-Aug			23						
On Hand State Saufley	5-Aug			63						
On Hand State Lakeland	5-Aug			12						
Projected Incoming Federal Duke	5-Aug			77	125					
Projected Incoming State Saufley	5-Aug			25	50	50				
Projected Incoming State Lakeland	5-Aug			25	50	50				
Balance	5-Aug			225	450	480	410	340	270	200

26. Now let's hide the first couple days projections.

Expections on Date >	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug
FL Requirement as of	4-Aug			109	129	149	169	
On Hand Federal Duke	4-Aug	0						
On Hand State Saufley	4-Aug	47						
Projected Incoming Federal	4-Aug	0	100	125				
Projected Incoming State	4-Aug	54	50	100	100			
Balance	4-Aug	101	251	476	467	338	189	20
FL Requirement as of	5-Aug			70	70	70	70	70
On Hand Federal Duke	5-Aug		23					
On Hand State Saufley	5-Aug		63					
On Hand State Lakeland	5-Aug		12					
Projected Incoming Federal Duke	5-Aug		77	125				
Projected Incoming State Saufley	5-Aug		25	50	50			
Projected Incoming State Lakeland	5-Aug		25	50	50			
Balance	5-Aug		225	450	480	410	340	270

27. Note that the POD requirement has been reduced significantly. Why might this happen?

ANSWER:

The storm may have reduced in intensity, or changed tracks to a less populated area, or may just brush this state and the main effect will be outside this state.

Steps for Strategic Planning D+1

28. PODs' inventories may be grouped on one line once they are up and running.

Expections on Date >		5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug	11-Aug
ICE PROJECTION DATE		Fri	Sat	Sun	Mon	Tues	Wed	Thur
FL Requirement as of	6-Aug		70	70	70	70	70	
On Hand Federal Duke	6-Aug	88						
On Hand State Sauflley	6-Aug	88						
On Hand State Lakeland	6-Aug	37						
Projected Incoming Federal Duke	6-Aug	137						
Projected Incoming State Sauflley	6-Aug	50	50					
Projected Incoming State Lakeland	6-Aug	50	50					
Balance	6-Aug	450	480	410	340	270	200	
FL Requirement as of	7-Aug			70	70	60	40	30
On Hand Federal Duke	7-Aug		200					
On Hand State Sauflley	7-Aug		42					
On Hand State Lakeland	7-Aug		19					
On Hand at PODS	7-Aug		109					
Projected Incoming Federal Duke	7-Aug		10					
Projected Incoming State Sauflley	7-Aug		50					
Projected Incoming State Lakeland	7-Aug		50					
Balance	7-Aug		480	410	340	280	240	210